

**CLOVIS, CURRY COUNTY, NEW MEXICO
COMPREHENSIVE ALL HAZARD PLAN
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REVIEW AND COORDINATION

The following base plan and annex coordinators/officers have reviewed this Emergency Operation Plan (EOP), and its annexes. Their signatures reflect concurrence with, and responsibility, for the annexes they have signed beside. Responsibility for maintaining the annex includes attachments, and certification that, Standard Operating Procedures, and Mutual Aid Agreements will be maintained in accordance with provisions in the plan.

Base Plan	Emergency Manager	Date
Annex A Direction & Control	Emergency Manager	Date
Annex B Warning	Emergency Manager	Date
Annex C Communications	Law Enforcement	Date
Annex D Emergency Public Information	Public Information Officer	Date
Annex E Law Enforcement	Law Enforcement Commander	Date
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FORWARD

Planning Process

This is an updated All-Hazard Emergency Operations Plan for Clovis, Melrose, Texico, Grady, and Curry County. This plan replaces all previous plans.

In preparation for the writing, a hazard identification analysis was completed by the annex coordinators/officers, Clovis/Curry County Local Emergency Planning Committee, and the Emergency Management Office.

A review of New Mexico Statutes revealed the necessity for a comprehensive plan addressing Continuity of Government (COG).

Resource lists were compiled. Emergency responsibilities were clearly defined and delineated.

Minimum requirements for SARA Title III, Hazardous Materials planning have been incorporated in the plan.

Emergency Management Goals

This will be accomplished through the elimination or reduction of hazards and a planned emergency response to natural, manmade and war related emergencies or disasters.

Plans include bringing to bear all resources of the county and municipal governments as well as resources of various private entities and organizations. The survivability of the local governmental structure is essential to proper response and a rapid recovery from any emergency or disaster.

The Emergency Management goal is to protect the lives and property of all of the citizens of Curry County and its municipalities.

Abstract

This EOP identifies the existing natural, man-made and war related emergency hazards having the potential of causing an emergency or disaster affecting all of a portion of the area or population of the county. Curry County is particularly susceptible to manmade hazards due to the extensive amount of hazardous materials that travel through the county by rail and highway on any given day. In addition, Curry County is a high-risk area for tornadoes and flooding resulting from frequent but severe thunderstorms. Occasionally severe winter storms and range fires may also threaten the surrounding areas.

The EOP addresses hazard mitigation, disaster planning, and preparation, response and recovery. It provides for an overall coordinated, integrated countywide disaster management organization with each municipality providing disaster management within its own jurisdictions. Direction and control during a disaster are provided through a coordinated control element operating from independent Emergency Operating Centers (EOC).

Continuity of Government is provided through specific disaster succession actions and procedures for the preservation of essential records. Annexes and attachments address all of the functions necessary for the protection of life and property within Curry County and its communities. Public and private resources within the county have been identified and will be tasked as appropriate. Provisions have been made for the elderly, handicapped, and other segments of the population who may require special assistance during an emergency.

The EOP is addressed to all governmental departments and agencies of the county, municipalities and to charitable organizations and private companies willing to assist in disaster control. Annexes address specific functions such as human services. Each annex needs to be reviewed by all readers of the plan as annexes frequently task other departments, annexes, and agencies that are not always evident from the title. Attachments to annexes usually contain, or refer to, organizational charts, resource lists, maps, and other general information.

Support agencies are responsible for maintaining Standard Operating Procedures (SOP), and Mutual Aid Agreements (MAA.) To facilitate use of, and control the physical size of the EOP, these documents are not included in the plan. At the end of each annex, reference is made to SOP's and MAA's that are an integral part of each agency's ability to perform their emergency responsibilities. Maintenance of these documents is the responsibility of these agencies.

DISTRIBUTION LIST

American Red Cross	1
Annex Officers	5
Burlington Northern Santa Fe Railroad (BNSF)	1
Cannon Air Force Base	1
City Department Heads	12
City Manager, Clovis	1
Eastern New Mexico Armature Radio Club(RACES/ARES)	1
Clovis Commission	9
Clovis Community College	1
County Department Heads	9
County Manager	1
County Sheriff	1
Curry County Commission	5
Emergency Management Director	2
Exercise Design Team Members	10
Grady Council – City Clerk – LE – Fire	8
Income Support Division	1
Library – Available for check out by Public	2
Local Emergency Planning Committee (LEPC)	1
Medical Investigator for Curry County	1
Melrose Council – City Clerk – LE – Fire	8
New Mexico Department of Homeland Security & Emergency Management (NMDHSEM)	1
National Guard	1
Portales/Roosevelt EM Director	1
PRMC	1
Salvation Army	1
Superintendent of Schools	5
Texico Commission – City Clerk – LE – Fire	8
Utility Companies:	
ENMR Plateau	1
Qwest Communications	1
Xcel Energy	1
PNM Gas Company	1
Epcor	1
Farmers Electric Cooperative	1
Eastern NM Natural Gas Co.	1
Spares	10
TOTAL	116

NOTE:

EACH PRIMARY ADDRESSEE IS RESPONSIBLE FOR PROVIDING COPIES OF THIS PLAN TO PERSONNEL AND AGENCIES UNDER THEIR CONTROL. WHEN CHANGES ARE PROVIDED IT WILL REMAIN THEIR RESPONSIBILITY TO FURNISH COPIES OF THE CHANGES TO THOSE UNDER THEIR CONTROL.

RECORD OF CHANGES

Date	Change No.	Remarks
3/24/2016	1	Updated Annex F-Replaced wording "will" to "shall"
3/24/2016	2	Updated Base Plan-grammatical changes
6/1/2018	3	Overall plan updated to reflect current laws and trends in emergency management.
12/31/2018	4	Review by City of Clovis Departments

ANNUAL REVIEW

_____ Signature	_____ Date	_____ Printed Name & Position
_____ Signature	_____ Date	_____ Printed Name & Position
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_____ Signature	_____ Date	_____ Printed Name & Position
_____ Signature	_____ Date	_____ Printed Name & Position

BASE PLAN

I. MISSION

Curry County Elected Officials have a mission to protect lives and property through planning and mitigation efforts subsequent to the occurrence of a disaster or major emergency. This must be accomplished using available resources, during and after the occurrence, for response and recovery. This would result in a program of comprehensive emergency management for any emergencies.

II. SITUATIONS AND ASSUMPTIONS

A. SITUATIONS

- i. Curry County is located on the east-central quadrant of the state, bordering Texas. The terrain is primarily rolling flat lands with an average elevation of 4,260 feet. The population center is the City of Clovis with a population of 37,775 in 2010. The Curry County population was 48,376 in 2010 and included the City of Texico, Village of Grady and the Village of Melrose. Threats to Clovis and Curry County are divided into three categories; Natural, Technological, and Terrorist Related.
- ii. Hazard Analysis – Hazard Identification Capability Assessment completed in May 2014 indicates that communities in Curry County face a variety of potential hazards (a complete list can be found in the Resource Handbook). The hazards listed in order of priority are; Severe Weather, Wildfire, Human-Caused Hazards, Flash Flooding, Drought, and Earthquake. Preparation for one specific hazard is essentially the same as it is for any other potential disaster. Adequate preparation and training will suffice for almost any actual emergency.

B. ASSUMPTIONS

- i. Curry County and municipalities shall maintain emergency organizations prepared to respond to disasters threatening the lives and property of their residents.
- ii. When requested, Federal, State, adjacent communities and volunteer agencies may lend assistance with disasters exceeding local resources.
- iii. Local jurisdictions shall declare an emergency before requesting outside support. It is the responsibility of each jurisdiction to manage disaster response, recovery, and subsequent mitigation and preparedness efforts.
- iv. An organized warning system is in existence and is continually tested to relay warnings to residents throughout the county.

- v. The Chief Elected Official (CEO) of each jurisdiction shall be responsible for the five mission elements of Emergency Management; Prevention, Protection, Mitigation, Response, and Recovery.
- vi. Advance warning of most natural disasters are usually received in time to warn the public before impact.
- vii. Local jurisdictions must use the *“State of New Mexico, Disaster Assistance Program, 2010,”* to document costs in order to be eligible to receive state aid after a disaster.
- viii. Support planning documents such as, checklists, SOP’s, operating instructions, implementing procedures, etc., exist in each jurisdiction and department and are available in the event of an emergency or disaster.
- ix. Trained personnel from each tasked department shall be available to assist in the Emergency Operations Center (EOC). Training is the responsibility of each department including emergency response and medical personnel.
- x. Curry County and the City of Clovis have adopted the National Incident Management System (NIMS). Response agencies and jurisdictional officials shall be trained in the Incident Command System (ICS) and in Emergency Operations Center (EOC) management as required by the National Incident Management System (NIMS).
- xi. Communications and notification protocols shall be executed in case of an emergency or disaster. The City of Clovis/Curry County Emergency Manager is responsible for notifying the respective CEOs using the notification protocols.
- xii. A centralized direction and control system will be used at the EOC and all on scene response will use the Incident Command System (ICS). The on-scene Incident Commander (IC) or designee will communicate directly with the EOC Director or designee if the EOC is activated.
- xiii. Responding agencies including federal, state, local government and volunteer groups are staffed and trained to respond in case of an emergency or disaster. These agencies and groups are also responsible for preparing and maintaining current their SOPs, resource lists, and checklists required for the operations of their organization.
- xiv. Supplies and equipment to effectively execute planning procedures are available and properly maintained for immediate response.

IV. CONCEPT OF OPERATIONS

- A. Both the Clovis City Commission and Curry County Commission established an Emergency Management organization. This was done in accordance with Article 10, Section 12-10-5, *NMSA 1978*, City, and County Ordinances No. 1252-85 dated March 1985, updated September 16, 1997, and updated August 1, 2002, City Ordinance 1706-2002, and updated November 1, 2002, County Ordinance 02-01 (Attachment 2).
- B. Elected Officials of the City of Clovis and Curry County have in accordance with Ordinances 1706-2002 (City, August 1, 2002) and 02-02 (County, November 1, 2002) created the Office of Emergency Management (OEM) and an appointed Emergency Management Director (EMD), who is responsible for emergency planning in unites of local government, and who manages the OEM. The Clovis City Manager shall appoint the EMD in partnership with Curry County Commission.
- C. Most emergencies can be dealt with using resources within the county. If a situation arises requiring outside help, the EMD will coordinate with other counties and the New Mexico Department of Homeland Security and Emergency Management (NMDHSEM) for assistance to Curry County.
- D. City and County Emergency Operations are initiated by the following circumstances:
 - i. Natural Disaster and Technological Disasters
 - a. Watch Phase – A period of preparation initiated by the real possibility that a threat to life and property will develop. This includes various weather watch situations or HazMat issues.
 - b. Warning Phase – A threat exists and jeopardizes life and property in the area covered by any warning message, such as range fire warning, flash flood warning, tornado warning, winter storm warning.
 - c. Response and Recovery Phase – A period in the emergency when resources are brought to bear on the alleviation of the incident that finally results in back-to-normal environmental conditions.
 - ii. Homeland Security – Terrorist Attack
 - a. Increased Readiness Phase – A period of increasing international tensions that reach a point that the President directs local and state governments to begin preparations for possible terrorist attack. Plans will be reviewed and training accelerated, as needed.

- b. Attack Phase – When a terrorist attack on the United States is imminent, or already underway, a warning shall be transmitted to Curry County through the NMDHSEM. The warning(s) will then be relayed to the public through Central Dispatch or the EOC. The population shall be directed to follow the instructions given for the attack response.
- c. Recovery Phase – During the recovery phase, all cities and county’s resources will be utilized. Assistance may come from the State and Federal government on an as-available basis upon request.

E. Mission Areas of Emergency Management – This plan is concerned with all types of hazards that Curry County is exposed, before, during, and after an occurrence in accordance with the principals of the five mission areas of emergency management as follows:

- i. Prevention: The Prevention mission area comprises the capabilities necessary to avoid, prevent or stop a threatened or actual act of terrorism. It is focused on ensuring our community is optimally prepared to prevent an imminent terrorist attack within the United States.

Prevention Core Capabilities:

- a. Planning
- b. Public Information and Warning
- c. Operational Coordination
- d. Forensics and Attribution
- e. Intelligence and Information Sharing
- f. Interdiction and Disruption
- g. Screening, Search, and Detection

- ii. Protection: The Protection Framework houses “the capabilities necessary to secure the homeland against acts of terrorism and manmade or natural disasters.”

Protection Core Capabilities:

- a. Planning
- b. Public Information and Warning
- c. Operational Coordination
- d. Access Control and Identity Verification
- e. Cybersecurity
- f. Intelligence and Information Sharing
- g. Interdiction and Disruption
- h. Physical Protective Measures
- i. Risk Management for Protection Programs and Activities
- j. Screening, Search and Detection
- k. Supply Chain Integrity and Security

- iii. **Mitigation:** Mitigation comprises “the capabilities necessary to reduce the loss of life and property by lessening the impact of disasters.” Also included are those long-term activities that lessen the undesirable effects of unavoidable hazards such as ice and snowstorms. Examples of mitigation include building codes, public education, and flood plain management.

Mitigation Core Capabilities:

- a. Planning
 - b. Public Information and Warning
 - c. Operational Coordination
 - d. Community Resilience
 - e. Long-Term Vulnerability Reduction
 - f. Risk and Disaster Resilience Assessment
 - g. Threats and Hazard Identification
- iv. **Response:** Response comprises “the capabilities necessary to save lives, protect property and the environment, and meet basic human needs after an incident has occurred.”

Response Core Capabilities:

- a. Planning
 - b. Public Information and Warning
 - c. Operational Coordination
 - d. Critical Transportation
 - e. Environmental Response/Health and Safety
 - f. Fatality Management Services
 - g. Infrastructure Systems
 - h. Mass Care Services
 - i. Mass Search and Rescue Operations
 - j. On-Scene Security and Protection
 - k. Operational Communications
 - l. Public and Private Services and Resources
 - m. Public Health and Medical Services
 - n. Situational Assessment
- v. **Recovery:** Recovery comprises “the core capabilities necessary to assist communities affected by an incident to recover effectively.” Includes both short and long term recovery actions. Short-term operations seek to restore critical services to Curry County communities and provide for the basic needs of its citizens. Long-term recovery focuses on restoring the community to its normal or improved conditions. The recovery period is the time to initiate mitigation measures, especially, those relating to the emergency. Examples of recovery actions would be temporary housing and food, restoration of non-vital government services, and reconstruction of damaged areas.

Recovery Core Capabilities:

- a. Planning
- b. Public Information and Warning
- c. Operational Coordination
- d. Economic Recovery
- e. Health and Social Services
- f. Housing
- g. Infrastructure Systems
- h. Natural and Cultural Resources

F. Continuity of Government is covered in the Disaster Succession Act (2015), Chapter 12, Article 11-6 of the New Mexico Statutes. Officers of political subdivisions who have authority to fill vacancies in local offices shall designate three disaster successors to the powers and duties of each such office and specify their order of succession. Successors act only in the event of absence or incapacity of the incumbent, and “In the case of disaster declared by the President of the United States and the CEO of the state and as long as a state of martial law is declared to exist.” Designated successors may serve only as permitted by the act.

i. Succession of Command

- a. The Curry County Commissioners shall select three successors in order of succession. The commission shall submit the names and order of succession to the New Mexico Department of Homeland Security and Emergency Management (NMDHSEM). NMDHSEM shall submit to the Governor for designation, the names, and order of succession, in accordance with the Constitution of New Mexico, Article XX, Section 4, and Chapter 12, Article 11, of the New Mexico Statutes.
- b. The Curry County Commission shall designate by name and order of succession, three successors to each county office, and five successors for each legislator elected, or appointed. The names and order of succession shall be filed with the County Clerk, in accordance with Chapter 10, Article 3, and Chapter 12, Article 11, of the New Mexico Statutes. The successors will serve only in case of the vacancy of one of the aforementioned positions during a disaster, the scope of which is of such magnitude as to preclude the normal appointment of persons to fill the vacancies.
- c. The Mayors of Clovis, Texico, Melrose and Grady, shall with the advice and consent of their respective commissions or councils, designate by name and order of succession three successors to each commission or council, and to each appointed officer position of the municipality or village. The names and order of succession shall be filed with the County Clerk as per Chapter 12,

Article 11-10, NMSA 77. Said successors, serve only in the event of the vacancy, of one of the aforementioned positions during a disaster, the scope of which is of such magnitude as to preclude the normal appointment of persons to fill the vacancies.

- d. **Seat of government:** "Whenever a disaster makes it imprudent, or impossible to conduct the affairs of local government at its regular location, the governing body may meet at any place inside or outside the limits of the political subdivision. The presiding officer or any two members of the governing body may call a meeting. These officials may designate by ordinance a temporary disaster location for the local government, which will remain the seat of local government until the governing body establishes a new location, or the disaster is declared ended by the legislature and the seat is returned to its normal location". Chapter 12, Article 11-22, A, NMSA 78.
- e. If a successor must assume the duties of an official unavailable for emergency duty, that temporary succession must be announced using available media outlets. The announcement will be made during three successive hourly news programs between 8 AM and 6 PM on the day of the succession or the day following. The EOC director will have response organizations and the news media notified of the temporary succession by whatever communication is available.
- f. **Preservation of Records** – The County Clerk and each municipal clerk must pre-plan the preservation of vital records. Vital records are those essential records of the jurisdiction necessary to ensure continued operation of government. Record preservation will be covered in Continuity of Government sections of the appropriate annexes and attachments to this plan.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. ORGANIZATION – The Mayor of the City of Clovis and the Chairman of the Curry County Commission are responsible for emergency management and planning operations. The Clovis City Manager will appoint the EMD with concurrence from the City of Clovis Commission and Curry County Commission. The Clovis and Curry County organization charts are depicted in Attachments 3 and 4.

B. ASSIGNMENT OF RESPONSIBILITIES

- i. The Emergency Operations Plan requires a detailed analysis of resources available and a firm assignment of responsibilities to appropriate elected or appointed officials to manage those resources during times of emergency. The following outlines responsibilities involved by individual position and functional annex to this plan:

- ii. Clovis/Curry County Elected Officials shall:
- a. Appoint the EMD to serve under the administrative direction of the Clovis City Manager. The Clovis City Manager will appoint the EMD with concurrence from the City of Clovis Commission and Curry County Commission.
 - b. Approve written agreements with surrounding private and public sector organizations as required to support emergency response capabilities through the Office of Emergency Management.
 - c. Following impact of a major emergency or disaster, when severe enough for either a Gubernatorial or Presidential Declaration ensure complete Damage Assessment and Reporting is accomplished within 72 hours from the onset of the event that caused the disaster. Adequate documentation of material cost and personnel utilization must support reporting and equipment used to clear debris and repair public property.
 - d. Approve agreements with State and Federal agencies for requesting aid in situations requiring outside resources in accordance with appropriate and current procedures and protocols.
 - e. Ensure coordination with neighboring counties to determine what resources are needed from Clovis/Curry County to support displace individuals during Crisis Relocation.
 - f. In a terrorist-related situation, in conjunction with Functional Coordinators, assess extent of damages and casualties for reporting to the State and Federal governments.
 - g. Direction and Control: The Chairman of the County Commission and/or the City of Clovis Mayor implements this plan and directs emergency response depending upon the location of the emergency. In accordance with Ordinances 1706-2002 (City, August 1, 2002) and 02-01 (County, November 1, 2002), the Emergency Management Director is designated to be in charge of the EOC. The EOC will be activated anytime an emergency or disaster such as natural hazard, technological, or terrorist related incident, befalls any part of Curry County, and it is from there that emergency responses shall be directed. See Annex "A" for details of Direction and Control.

A summary of Emergency Response Responsibilities is outlined in the table below:

Emergency Response Responsibility	Responsible Entity	Other Entities	Annex
Activation of EOC	Emergency Management Director (EMD) Police Chief Fire Chief		A
Implementation Plan	County/COC EMD		A
Activation of EAS	Policy Group		B
Air Evacuation	NM National Guard	Cannon Air Force Base	N
Bomb Squad	NMSP	Cannon Air Force Base	K-O
Counseling/Debriefing/Defusing Victims and Workers	NM Southern Baptist Disaster Relief Chaplain Corp NM CISM Local Hospital CISM		F
Damage Assessments	Individual jurisdiction public works departments Emergency Management Red Cross	New Mexico Department of Public Service (NMDPS) FEMA	G
Debris Management Operations	City/County Public Works Private Haulers	NMDPS FEMA	G See debris management plan
Emergency Public Information Management	Emergency manager County Public Information Officer (PIO)	Emergency Management Director	D
EMS (Non-Transport)	Jurisdiction Fire Department (FD)	Various MAAs and MOUs	F
EMS (Transport)	Jurisdiction FD	FD Various MAAs and MOUs	F
Evacuation-Determination	Curry County Manager City of Clovis Manager Local Jurisdiction Manager Law Enforcement/FD	NM State Police BIA Various MAAs and MOUs	N
Evacuation Support	Jurisdiction Police Chief or Sheriff	NM State Police	N
Fire and Rescue	Jurisdiction Fire Department		F
HazMat Response and Remediation Teams	NM State Police ERO *responsibility for remediation varies – depending on the situation		F See HazMat plan

	and ownership of the spill – TBD by incident Clovis HazMat Team Cannon Air Force Base		
Health and Medical Coordination – including health protection measures	Medical Coordinator NM DOH-Jurisdiction Plains Regional Medical Center (PRMC)	NM DOH – Santa Fe Local Public Health Officer	I
Mental Health Care	Medical Coordinator NM DOH – Jurisdiction		
Public Health, including disease bearing pests	NM DOH – Jurisdiction	NM DOH – Santa Fe	I
Detecting potential biological, chemical and radioactive agents	Clovis Fire Department Cannon Air Force Base (CAFB) Local Public Health Official PRMC	NM DOH	F
Detecting/monitoring food contamination	NM DOH – Jurisdiction	NM Environment Department (NMED) – Roswell NM DOH – Santa Fe	I
Respiratory Protection	NM DOH – Jurisdiction		I
Mass Clinics	Jurisdiction Fire Department NM DOH – Jurisdiction		F
Water Purification	Epcor Jurisdiction Fire Department NM DOH – Jurisdiction	NM Environment Department	F
Law Enforcement	Sheriff’s Department City/Villages PD NM State Police NM National Guard	Sheriff’s Department City/Villages NM State Police NM National Guard	E
Mass Care Coordination	American Red Cross Salvation Army NM Southern Baptist Disaster Relief		J
Mass Care Services (registration, housing, feeding, clothing, counseling, inquiry and referral)	American Red Cross		J
Mass Care, Health/Medical Care	PRMC	NM DOH	J
Mortuary Services including temporary morgues	Local Funeral Homes DMORT	NM Office of the Medical Examiner (NMOME)	J

Emergency Response Responsibility	Responsible Entity	Other Entities	Annex
Patient Tracking including identification of victims	Clovis Fire EMS PRMC		J
Patient Tracking including identification of victims	Clovis Fire EMS PRMC		J
Public Inquiries and Rumor Control	Jurisdiction PIO		D
Public Utilities Restoration	Jurisdiction Public Works with appropriate affected agency.		G
Radiological response and remediation including decontamination	State Radiological Defense Officer WIPP, DOE/RAP Civilian Support Team (CST)		F K
Sanitation Service (potable water, sewage systems)	Jurisdiction Public Works		G
Search and Rescue (Urban)	NMDPS	Jurisdiction Fire Chief Volunteer Fire Departments	F
Security in Affected Area	Jurisdiction Police/Sheriff's Department		E
Shelter-in-place vs. Evacuate Determination	County Manager City Manager		J
Special Needs Populations, Evacuations	Jurisdiction Police/Sheriff Clovis Senior Services Department	NMDPS	N
Terrorism response	NMSP/FBI	Local Law Enforcement	O
Traffic Control	Jurisdiction Police/Sheriff	NMDPS	N
Transportation Resources	Ground Support Unit Leader		L

iii. City/County Emergency Management Director shall:

- a.** Select and nominate for appointment by the respective agencies, Functional Annex Coordinators to support the All-Hazard Plan.
- b.** Ensure Functional Annex Coordinators are provided with sufficient training opportunities to carry out their duties in emergencies.
- c.** Review, maintain, and upgrade as required in the Direction and Control Annex to this Plan. This Annex outlines procedures for activation and operations of the EOC.
- d.** Coordinate the recruitment of volunteer personnel and agencies to augment the resources of local government for emergency management purposes.
- e.** Develop and/or coordinate development of emergency plans for the immediate use of all facilities, equipment, supplies, and personnel, as may be available, to the city and county. The purpose is for minimizing or preventing damage to persons and property in the event of a major emergency or disaster, to develop and coordinate for the purpose of protecting and restoring to usefulness governmental services and public utilities necessary for public health, safety, and welfare. Particular provisions are to be included in each appropriate Annex to address the needs of the elderly, handicapped, and identified non-English-speaking citizens.
- f.** In consonance with the Reception and Care Coordinator, negotiate and conclude agreements with owners or persons in control of buildings or property, for emergency management purposes.
- g.** Support the Emergency Public Information Coordinator in the education of the population as to actions necessary and required for the protection of their persons and property in cases of impending or present danger.
- h.** Conduct exercises of emergency plans to ensure the efficient operation of emergency response resources from the private and public sector in accordance with this EOP.
- i.** Ensure continuing coordination of this plan with the NM All-Hazard Emergency Operations Plan and Federal Emergency Management Agency (FEMA) plan affecting this area. Ensure annual review and updating of all Annexes and Attachments to this plan.

- j. Maintain close coordination with the NMDHSEM to obtain all available training, emergency response, and fiscal assistance in support of local emergency management needs.
 - k. Ensure the Emergency Operations Center (EOC) is provided with scheduled maintenance of operational and support systems and equipment.
 - l. Maintain administrative records for the OEM to include training and equipment accountability.
 - m. Coordinate with all units of local government within Curry County to assure their individual needs are recognized in the All-Hazard Plan.
 - n. Coordinate disaster response planning efforts of local government, volunteer, and private sector organizations in support of the All-Hazard Plan.
 - o. Following the impact of a major emergency or disaster, serve in a staff capacity to local government elected officials. Assure damage assessment reporting is completed and transmitted to NMDHSEM in accordance with natural, technological, and homeland security contingency planning.
- iv. Operational Functional Annex Coordinators: Designated individuals are assigned responsibilities as functional annex coordinators and are charged with maintenance of the functional annexes including additions, amendments, updates, and corrections.
- a. All Departments within local government may have emergency responsibilities in addition to their normal duties. These duties may be outlined in the functional annexes, attachments, or SOP's. Each department is responsible for developing and maintaining its individual recall lists, designated successor lists, SOPs, and resource lists. These lists will detail how they are assigned responsibilities, and operations are performed during an emergency. SOP's must be referenced in the functional annexes and copies maintained in the EOC.

A brief summary of agency and departmental responsibilities by functional annexes follows:

Annex	Responsible Agency	Description
A – Direction and Control	Office of Emergency Management	Describes the use of the EOC and the roles of governing officials responsible for policymaking, coordination, and control of emergency forces in a large-scale disaster.
B – Warning	Office of Emergency Management	Deals with the elements of warning public officials and the private sector in case of a disaster.
C – Communications	Communication Supervisor, Clovis Police Department, Communications Section (CPDCS)	Deals with communications for emergency response and recovery.
D – Emergency Public Information	Office of Emergency Management	Outlines channels necessary to inform and advise the public before, during, and after an emergency.
E – Law Enforcement	-Clovis Police Chief or his appointee -Curry County Sheriff	Outlines resources and procedures necessary to maintain civil order during and after a disaster.
F – Fire and Emergency Medical Services	-Clovis Fire Chief or his appointee -Curry County Fire Marshal -Melrose, Texico, and Grady Fire Chief’s	Provides firefighting and emergency medical services during and after emergencies. NOTE: Since fire responders are normally the ones training in and expected to deal with HazMat/WMD incidents, most of the specific requirements of SARA Title III are included in this annex.
G – Public Works	-Public Works Director or his appointee -Clovis Building Safety	Outlines emergency response for engineering, construction, and repair and restoration of essential facilities and services. In addition, it covers debris removal, damage assessment, and post disaster safety inspection of damaged structures.
H – Radiological Protection	Clovis Fire Chief or his appointee	Provide the state and county EOCs with emergency information on events, situations, and conditions that facilitate recovery efforts in a radiological environment resulting from a peacetime radiological accident, incident, or a war related situation.
I – Health and Medical	Health and Medical Coordinator	Covers the health care needs of the population under emergency conditions.

J – Reception and Care	Reception and Care Office, generally a member of the American Red Cross with assistance from The Salvation Army	Covers all facets of reception and care and in place sheltering during and after an emergency.
K – Logistics	City of Clovis/Curry County Purchasing Agent	Deals with acquisition and allocation of resources during an emergency.
L – Transportation	Transportation Officer	Addresses the movement of resources and personnel during an emergency or disaster.
M – Human Services	Human Services Coordinator	Provides guidance on support and assistance available to disaster victims from state and federal social and welfare agencies during an emergency.
N – Evacuation	-Clovis Police Chief or his appointee -Curry County Sheriff	Provides for the orderly evacuation of affected areas of the county in event of a disaster requiring evacuation.
O – Terrorism	Office of Emergency Management	This annex establishes operational concepts and serves to clarify roles and responsibilities so as to lessen the possible confusion resulting from a threat or terrorism or an actual terrorist event.

VI. ADMINISTRATION AND LOGISTICS

- A. The Municipal and County Clerks are responsible for maintenance and protection of all records relating to local government.
- B. The City Manager’s Office and the Curry County Office of Administrator and Clerk will provide administrative support to all Emergency Management Organizational functions. Those offices will work with elected officials and the EMD to establish administrative resource requirements for Clovis and Curry County Office of Emergency Management.
- C. The State Civil Emergency Preparedness Act (12-10-1 to 12-10-10, NMSA-1978) authorizes political subdivisions (counties and municipalities) to make lawful appropriations in case of emergency or disaster. All expenditures for supplies and materials, and personnel resources dispensed, transferred, or otherwise committed or expended, will be properly recorded and maintained as specified in *the State of New Mexico Disaster Assistance Program Local Government Handbook..*

- D. Where possible, **Mutual Aid Agreements (MAA), Joint Powers Agreements (JPA), and Memorandum of Understanding (MOU)** will be used to obtain additional resources from other governmental entities. The original documents will be retained by the respective agency. A copy will be forwarded to and filed with the Office of Emergency Management. Procedures for implementing MAA must be addressed in agency Standard Operating Procedures (SOP's).
- E. State and Federal assistance may be obtained by calling the **State Disaster Assistance Program Office (505-476-9635)**.
- F. Emergency response organizations are responsible for developing procedures for maintaining, inventorying, and replacing administrative and logistical equipment used for their emergency operations.
- G. **Training:** the State Training Office of NMDHSEM provides training to local emergency management personnel.
- H. **Exercises:** Emergency Management will schedule exercises necessary to keep the EOP and LEPC plan current. Tabletop, functional and full-scale exercises will fulfill these requirements. Annually, a copy of the Training and Exercise Planning Worksheet (TEPW) will be provided to NMDHSEM by the Clovis EM.

VII. AUTHORITY AND REFERENCES

A. Authority

- i. Public Law 81-920 (Federal Civil Defense Act of 1950) as amended;
- ii. Public Law 93-288 (Disaster Relief Act of 1974) as amended;
- iii. Chapter 6, Article 7, Sections 1-3 (Disaster Relief Act *NMSA 1978*);
- iv. Chapter 11, Article 1, Sections 1-7 (New Mexico Joint Powers Agreement Act *NMSA 1978*) as Amended;
- v. Chapter 12, Article 10, Sections 1-10 (New Mexico State Civil Emergency Preparedness Act *NMSA 1978*) as amended;
- vi. Chapter 12, Article 11, Sections 1-22 (Part 1 -- Disaster Succession Act, and Part 2 Legislative Disaster Succession Act, and Part 3 Disaster Location Act *NMSA*) as amended;
- vii. Chapter 12, Article 12, Sections 1-7 (Energy Emergency Powers Act *NMSA 1978*);
- viii. Clovis City Ordinance No. 1706-2002, August 1, 2002.

ix. Curry County Ordinance No. 02-01, November 1, 2002.

B. References

- i. Superfund Amendments and Re-authorization Act of 1986, Title III;
- ii. Federal Civil Emergency Preparedness Guides and Circulars;
- iii. New Mexico All Hazard Emergency Operations Plan dated 1987 Updated 1999, 2004, 2008, 2013;
- iv. New Mexico All Hazard Mitigation Plan dated August 2000, 2009, 2013;
- v. Local Government Handbook Emergency and Disaster Assistance dated 1990;
- vi. Chapter 24, Article 10, Section 3. Persons rendering emergency care, release from liability *NMSA 1978*, as amended.
- vii. CPG 101, version 2, November 2010.
- viii. Public Assistance Applicant Handbook, FEMA P-323 dated March 2010.

VIII. PLAN MAINTENANCE AND DISTRIBUTION

- A. The EMD will ensure necessary changes and revisions are prepared, published, and distributed. This includes an annual review and update of all Annexes, Attachments, etc. Updates to resource lists and other minor changes will be submitted directly to the EMD and distributed as amendments on a recurring basis.
- B. Annex Coordinators will provide changes and updates to their respective annexes during annual review of the plan.
- C. The plan will be tested at least once each year to both train responders and to determine if the operations plan needs updating. A three-year exercise plan has been provided to the NMDHSEM and a copy of the plan is located in the City of Clovis/Curry County Office of the Emergency Manager.
- D. The governing body entity of each jurisdiction shall sign off on annual reviews to this plan.
- E. The plan will be published upon receipt of signatures of the Curry County Commission and the local Municipal Commissions or Councils. Distribution will be in accordance with the distribution list in the Table of Contents.

ATTACHMENTS

- Attachment 1 Glossary of Terms and Acronyms
- Attachment 2 Legal Authority, References, and Guidance for Emergency Management
- Attachment 3 Clovis Organization Chart
- Attachment 4 Curry County Organization Chart
- Attachment 5 Disaster Declaration Curry County Organization Chart

STANDARD OPERATING PROCEDURES

Note: Copies of each Mutual Aid Agreement between, agencies, departments, volunteer organizations, etc., represented in this EOP, will be maintained in the responsible entity's files, and in the EOC.

**GLOSSARY OF TERMS AND ACRONYMS
BASE PLAN ATTACHMENT 1**

AFDC	Aid to Families with Dependent Children
AHP	All Hazardous Plan
AMTRAK	National Railroad Passenger Corporation
ANRC	American National Red Cross
AO	Actual Occurrence
ARC	American Red Cross
ARES	Amateur Radio Emergency Service
ARM	Aerial Radiological Monitor
ASOS	Automated Surface Observation System
ATA	Air Transportation Association of America
AWIPS	Advanced Weather Interactive Processing System
BNSF	Burlington Northern Santa Fe
BSPP	Broadcast Station Protection Program
CA	Capability Assessment
CAB	Civil Aeronautics Board
CAFB	Cannon Air Force Base
CAP	Civil Air Patrol
CCA	Comprehensive Cooperative Agreement
CCF	Congregate Care Facility
CD	Civil Defense
CDWS	Civil Defense Warning System
CEM	Comprehensive Emergency Management
CEPD	Civil Emergency Preparedness Division
CHIP	Capability and Hazard Identification Program
CISD	Critical Incident Stress Debriefing
COG	Continuity of Government
COM	County Office Manager
CONUS	Continental United States
CPC	Civil Preparedness Circular
CPCS	Common Program Control Station
CPDCS	Clovis Police Department Communication Section
CPG	Civil Preparedness Guide (i.e., CPG 1-3)
CRAF	Civil Reserve Air Fleet
CRP	Crisis Relocation Plan
CSP	Community Shelter Plan
DA	Department of the Army
DAC	Disaster Assistance Center
DAP	Disaster Assistance Program
DCW	Direction, Control & Warning
DEC	Division of Emergency Coordination, HHS SEC
DFO	Disaster Field Office
DHHS	Department of Health & Human Services (Federal)
DHS	Department of Human Services (Federal)
DMAT	Disaster Medical Assistance Training
DOD	Department of Defense (Federal)

DOE	Department of Energy
DOS	Department of State
DOT	Department of Transportation (Federal)
DPS	Department of Public Safety
DR & R	Disaster Response and Recovery
DRQ	Disaster Response Questionnaire
DSR	Damage Survey Report
EAS	Emergency Alerting System
EBS	Emergency Broadcast System
EIO	Emergency Information Officer
EIS	Emergency Information System
EMA	Emergency Management Assistance
EMAT	Emergency Management Training
EMP	Electromagnetic Pulse
EMPAC	Emergency Planning and Coordination Bureau
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EO	Emergency Operations
EOC	Emergency Operating Center
EOP	Emergency Operating Plan
EOS	Emergency Operation Simulation
EPA	Environmental Protection Agency (Federal)
EPC	Emergency Processing Center or Emergency Preparedness Coordinator
EPD/C	Emergency Preparedness Director/Coordinator
EPI	Emergency Public Information
EPM	Emergency Program Manager
ERP	Emergency Repatriation Plan
ERO	Emergency Response Officer (NMSP)
ETA	Estimated Time of Arrival
FCC	Federal Communications Commission
FEMA	Federal Emergency Management Agency
FIR	Final Inspection Report – see DAP
FIRM	Federal Insurance Rate Maps
FIS	Federal Inspection Service
FRA	Federal Railroad Administration
FS	Fallout Shelter
GAR	Governor’s Authorized Representative
GSA	General Services Administration
HA	Hazard Analysis
HazMat	Hazardous Materials or Hazardous Material Incident
HED	Health & Environmental Department
HHS	Health & Human Services (Federal)
HSD	Human Service Department
HUD	Housing & Urban Development (Federal)
HVCA	Hazard Vulnerability/Capability Analysis
ICC	Interstate Commerce Commission
ICS	Incident Command System (see NIMS)
IEMS	Integrated Emergency Management System

IMA	Individual Mobilization Average
ISD	Income Support Division
LP	Local Primary
LEPC	Local Emergency Planning Committee
MAA	Mutual Aid Agreement
MOU	Memorandum of Understanding
MR	Milli-Roentgen – the thousandth part of a Roentgen
MR&A	Monitoring, Reporting & Assessment
MSEL	Master Sequence of Events List
MT	Megaton – one million tons of TNT explosive
NAPB 90	Nuclear Attack Planning Base 1990
NAWAS	National Warning System
NCS	National Communication System
NERP	National Emergency Repatriation Plan
NEXRAD	Next Generation Weather Radar – WSR-88-D
NIMS	National Incident Management System (see ICS)
NMDHSEM	New Mexico Department of Homeland Security and Emergency Management
NOAA	National Oceanic and Atmospheric Administration
NPP	National Preparedness Programs
NRC	Nuclear Regulatory Commission
NRT	National Response Team
NSDD	Nuclear Security Decision Directive
NSEP	National Security Education Program
NSSFC	National Severe Storms Forecast Center – Kansas City
NVOAD	National Volunteer Organizations Active in Disaster
NWC	National Weather Center – Colorado Springs
NWS	National Weather Service or National Warning System
OA ECC	Operational Area Emergency Communication Committee
OEP	Office of Emergency Preparedness
OFA	Office of Family Assistance
OFM	Office of Financial Management
OMI	Office of Medical Investigation
PA	Public Assistance
PDA	Preliminary Damage Assessment
PDS	Professional Development Series
PF	Protection Factor – 12” dirt of 7” concrete = PF of 40
PIO	Public Information Officer
POE	Point of Entry or Port of Entry
POMR	Problem Oriented Medical Record
PPP	Population Protection Planning
PRER	Peacetime Radiological Emergency Response
R	Roentgen
RAC/AFL	Reception and Care/All Facilities Listing
RACES	Radio Amateur Civil Emergency Services – HAMS
RADEF	Radiological Defense
RADPRO	Radiological Protection
RDO	Radiological Defense Officer

REP	Radiological Emergency Preparedness
REX	Resource Exercise
RI	Radiological Instrument
RIM&C	Radiological Instrument, Maintenance & Calibration
RM	Radiological Monitor
RMT	Required Monthly Test
RWT	Required Weekly Test
Roentgen	Unit of Radiation
RPO	Radiological Protection Officer
RPU	Remote Pick-up Unite (Consisting of an Rx & Tx)
RRT	Radiological-Defense Response Team
SALTO	Scheduled Airlines Traffic Office
SAR	Search and Rescue
SARA	Title III Superfund Amendments Re-authorization Act 1986
SCM	Survivable Crisis Management
SCO	State Coordinating Officer
SLDCW	State/Local Direction, Control and Warning
SLPB	State and Local Preparedness Bureau
SLPS	State and Local Programs & Support
SM	Student Manual
SNS	Strategic National Stockpile
SOP	Standard Operating Procedure
SSA/OFA	Social Security Administration/Office of Family Assistance
T&E	Training & Education/Test & Exercise
T&FP	Training and Fire Program
TCP	Traffic Control Point
TD	Training Document
TDD	Telecommunications Device for the Deaf
TM	Technical Memorandum
TR	Technical Report
TSP	Telecommunications Service Priority
ULG	Units of Local Government
USCS	United States Customs Service
USDA	United States Department of Agriculture (Federal)
R-SAME	Weather Radio-Specific Area Message Encoder – EANS
WMD	Weapons of Mass Destruction

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**LEGAL AUTHORITY, REFERENCES, AND
GUIDANCE FOR EMERGENCY MANAGEMENT
BASE PLAN ATTACHMENT 2**

I. FEDERAL

- A.** The **Robert R. Stafford Disaster Relief and Emergency Assistance Act**, as amended, 42 U.S.C. 5121-5206, establishes the programs and processes for the Federal Government to provide disaster and emergency assistance to States, local governments, tribal nations, individuals, and qualified private nonprofit organizations. The provisions of the Stafford Act cover all hazards including natural disasters and terrorist events. Relevant provisions of the Stafford Act include a process for Governors to request Federal disaster and emergency assistance from the President.

- B.** Under **Presidential Executive Order 12148**, 44 Fed. Reg. 43239 (1979), as amended by Executive Order 13286, 68 Fed. Reg. 10619 (2003), designated DHS as the primary agency for coordination of Federal disaster relief, emergency assistance, and emergency preparedness. The order also delegates the President's relief and assistance functions under the Stafford Act to the Secretary of Department of Homeland Security (DHS), with the exception of the declaration of a major disaster or emergency.

DHS, Emergency Preparedness and Response (EPR), and FEMA can pre-deploy personnel and equipment in advance of an imminent Stafford Act Declaration to reduce immediate threats to life, property, and public health and safety, and to improve the timeliness of disaster response.

The Stafford Act directs appointment of a Federal Coordinating Officer (FCO) by the President. The FCO is designated by the DHS under Secretary for Emergency Preparedness and Response to coordinate the delivery of Federal assistance to the affected State, local and tribal governments and disaster victims.

- C.** The **Homeland Security Act** of 2002, PL 107-296, 6 U.S.C. 101 et seq.

- D.** **Homeland Security Presidential Directive 5: Management of Domestic Incidents**, February 29, 2003.

- E.** **Presidential Policy Directive 8 (PPD-8): National Preparedness**, March 2011

- F.** **Title III of the Superfund Amendments and Re-authorization Act of 1986 (SARA)**, also known as **Emergency Planning and Community Right-to-Know Act (EPCRA)** establishes requirements for Federal, State and local governments, and industry regarding emergency planning and Community Right-to-Know reporting on hazardous and toxic chemicals (HazMat). The EPCRA provisions help increase the public's knowledge and access to information on chemicals at individual facilities, their uses, and releases into the environment. States and communities,

working with facilities, can use the information to improve chemical safety and protect public health and the environment.

- i. In accordance with **SARA Title III**, the Clovis/Curry County Local Emergency Planning Committee (LEPC) has been appointed with, at a minimum, the following individuals:
 - a. State and Local Officials
 - b. Police
 - c. Fire/EMS
 - d. Emergency Management
 - e. Public Health/Hospital
 - f. Transportation
 - g. Media
 - h. Environmental Groups
 - i. Community Groups
 - j. Owners/Operators of Tier II Reporting Facilities

County lines in New Mexico define local planning districts and each district is required to have its own LEPC and plan.

ii. **SARA Title III** has four major sections:

a. Emergency Planning (301 and 303)

The Emergency Operations Plan (EOP) contains information that community officials can use at the time of a natural, technological, or terrorist related incident. To ensure public participation a copy of the EOP will be maintained on file at the library. This plan does not relieve the LEPC of their responsibility to continue the planning process through annual review and revision. The EOP is exercised regularly.

b. Emergency Release Notification (304)

Facilities must immediately notify the LEPC if there is a release into the environment of a hazardous substance that is equal to or exceeds the minimum reportable quantity set in the regulations.

Initial notification can be made by telephone, radio, or in person. Emergency notification involving transportation incidents can be met by dialing 911.

c. Hazardous Chemical Storage Reporting Requirements (311 and 312)

Any facility that has any of the listed chemicals at or above its threshold planning quantity must submit to the LEPC, an emergency and hazardous chemical inventory form, Tier II, on or before March 1 each year. For facilities that produce, use or store any extremely hazardous substances as designated by the Environmental Protection Agency.

d. Toxic Chemical Release Inventory (313)

Certain facilities are required to complete an inventory form annually for specified chemicals. The form must be submitted to the EPA and the State on June 1 and cover releases and other waste management of toxic chemicals that occurred during the preceding calendar year.

II. STATE

New Mexico statute also support LEPC's. The **All Hazard Emergency Management Act** (Chapters 12-10-1, through 12-10-13, *NMSA 1978*).

- A. For HazMat planning, the **Hazardous Chemicals Information Act** (Chapters 74-4E-1 through 74-4E-9) applies. It requires reporting on the nature and location of hazardous chemicals. Reports are for use by the LEPC, emergency responders and the public as required by Title III.
- B. There are no provisions under New Mexico law for assistance to individuals until a federal disaster is declared and approved. Public Law 93-288, Section 408 (Robert T. Stafford Act as amended by Public Law 100-707), Individual and Family Grant Program (Disaster Relief and Emergency Assistance Act) comes into effect, and individual assistance may be available with 75% federal and 25% state/local matching funds.
- C. **Consent to Medical Care; Emergency Care; Transfusions** (Chapters 24-10-1 through 24-10-6, *NMSA 1978*). This includes release from liability for persons rendering emergency care.
 - i. **Emergency Medical Services Fund and EMS Systems Act**, (Chapters 24-10A-1 through 24-10B-12).

- ii. **Intergovernmental Agreements and Authorities**, (Chapters 11-1-1 through 11-1-17). Consider when entering into mutual aid agreements.
- iii. **NM Disaster Succession Acts**, (Chapters 12-11-1 through 12-11-11). Continuity of Government
- iv. **Energy Emergency Powers Act**, (Chapters 12-12-1 through 12-12-9). Gives the Governor certain powers to control energy resources when necessary.
- v. **Emergency Transportation Act**, (Chapters 22-17-1 through 22-17-4). Permits use of public or private school buses when a transportation emergency exists, if public or private transportation systems would not be adversely affected.
- vi. **Search and Rescue (SAR) Act**, (Chapters 24-15A-1 through 24-15A-6). Helps to organize SAR in NM.

LOCAL GUIDANCE

- A. Clovis/Curry County has enacted legislation providing for an OEM. Further, changes will be added to this plan in changes and updates.
- B. In order to reduce a jurisdiction's liability each jurisdiction must coordinate its planning through its attorney PRIOR to the Chief Elected Official's signature being entered upon the plan. Officials must be cognizant of the fact that standards of care under which they plan emergency responses, change constantly. This requires constant plan review and update, training and involvement of all responsible officials.
 - i. Legal counsel will be able to cover the four requirements under the negligence theory that could lead to serious problems if not addressed before a disaster event. They have a duty to perform, breach of that duty, foreseeable causes leading to harm, and harm is identifiable. Negligence occurs when the careless action or inaction of employees or volunteers cause injuries or property damage.
 - ii. Counsel shall address the actions in the emergency response field that will most likely lead to liability. Their actions include planning, training, notice, duty to warn, negligent construction and operations, vicarious actions (Liability incurred for actions of others), attractive nuisances, and inverse condemnation.
 - iii. A tort is an act that harms a person or property. A tort occurs when a person acts or fails to act in conflict with the rights of others and thereby harms another directly or indirectly. A tort claim is a civil action for personal injuries or property damage resulting from negligent conduct, rather than a criminal suit that involves intentional misconduct. In the

field of emergency management, for example, a tort could involve a failure to provide adequate time for an evacuation order in a natural disaster. Individuals have filed tort actions against public agencies for failing to respond to their emergency needs, and businesses have filed suits claiming that the response was mismanaged and caused a business interruption.

(From Chapter 11, *Emergency Management: Principles and Practices for Local Government*, International City Management Association, 1991).
Under NM law (41-4-2 NMSA 1978),

"Liability for acts or omissions under the Tort Claims Act shall be based upon the traditional tort concepts of duty, and the reasonably prudent person's standard of care in the performance of that duty." Furthermore, there is limited immunity from tort action under Section 41-4-4. A governmental entity and any public employee while acting within the scope of duty are granted immunity from liability for any tort except as waived by Sections 41-4-5 through 41-4-12 NMSA 1978. Waiver of this immunity shall be limited to and governed by the provisions of Sections 41-4-13 through 41-4-25 NMSA 1978. Section 41-4-4 goes on to state that the state will cover legal costs of defense and settlement, "if the public employee was acting within the scope of his duty." If, however the employee is found to have "acted fraudulently with actual intentional malice, the governmental entity shall have the right to recover from a public employee the amount expended..."

- C. Whenever an accident appears imminent or has occurred, employees or authorized persons of responsible state agencies are authorized to enter upon any buildings or premises, for the purpose of determining whether it is necessary for emergency procedures to be implemented. The state on-scene coordinator or a responsible state agency may take full control and custody of such buildings and premises for the purpose of managing the accident.
 - i. Under SARA Title III, the owner and/or carrier of hazardous materials involved in a release will notify appropriate authorities. Furthermore they will provide expertise to assist containment, equipment and personnel for cleanup, and reimbursement to state and local authorities for documented expenses.
 - ii. The State Police Emergency Response Officer (ERO) will be the on-scene coordinator, under ICS, and in charge at the site of a HazMat incident/release. Local authorities and responders will assist the ERO in performance of emergency response tasks. Assistance will include evacuation, cleanup, disposal, monitoring, writing a summary of processes, performance, and actions taken during the response.
 - iii. Other state agencies and local governments shall assist the responsible state agencies when requested to do so.

- D.** The federal government is responsible and release involving weapons or military shipments. State and local agencies may assist to the extent of training, equipment, and experience of emergency responders.
- E.** In the event of a HazMat release, or other disaster that overtaxes the resources of state and local authorities, the owner, carrier, or federal government may be asked for additional help.
- F.** In the event the owner/carrier is unknown, the responder's responsibilities remain as shown. At the present there is an "Orphan Hazardous Material Fund" to provide financial assistance. Contact the New Mexico Department of Homeland Security and Emergency Management for further guidance.



BASE PLAN - Attachment 4



**CLOVIS/CURRY COUNTY HAZARD MUNICIPALITY/COUNTY –
EMERGENCY/DISASTER DECLARATION
BASE PLAN ATTACHMENT 5**

SAMPLE

WHEREAS, (municipality/county area) has suffered severe damage caused by a (natural, technological, or terror related incident) on the ___ day of , _____ 20___; and

WHEREAS, extensive damage was caused to (describe public property damage: streets, roads, bridges, water, power, equipment, facilities, etc.) and to (describe private business/industry damage: equipment, inventory, facilities, homes, land, person, etc.); and

WHEREAS, the damage has resulted in undue human suffering and hardship and threatens the safety health, welfare, and well-being of citizens and economic function of (municipality/county area); and

WHEREAS, all locally available public and private resources and forces committed to mitigate and alleviate the damage are deemed insufficient to cope with the resulting situation, initiate repairs, and meet restoration requirements;

NOW, THEREFORE, I _____, by virtue of the authority provided by Ordinance No. _____ and No. _____, and by the New Mexico Civil Emergency Preparedness Act (NMSA 1978, 12-10-1 to 12-10-11) do hereby declare (municipality/county area a(n) emergency/disaster) area for the purposes of exercising necessary emergency powers and expenditure of available resources, and requesting aid, assistance and relief programs and funds available from the state of New Mexico on this _____ day of _____, 20___ at the Office of the (Mayor/Chairman of the County Commission).

Signature

ATTEST:

CLERK/RECORDER

COUNCIL/COMMISSION ADOPTION: Date, Vote, and Book

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DIRECTION AND CONTROL
ANNEX A

I. MISSION

The mission of Emergency Management is to provide an organization that will outline the use of the Emergency Operations Center (EOC), while providing prompt and effective policy making and leadership decisions for the coordination of resources within Curry County and municipalities while dealing with threats or occurrences of a natural, technological, or terrorist related disaster.

II. SITUATIONS AND ASSUMPTIONS

A. SITUATIONS

- i. Clovis/Curry County hazard assessment (see Base Plan, paragraph II and Attachment 3) reflects the hazards to which the County is primarily vulnerable including natural and technological hazards. Natural disasters include but are not limited to: ice and snowstorms, flash floods, tornadoes, droughts, and windstorms. Technological hazards include but are not limited to: transportation accidents, HazMat incidents, train derailments, aircraft disasters, and war related hazards.
- ii. Clovis/Curry County maintains the capabilities and resources that, if effectively employed, would minimize or eliminate loss of life and property in the event of an emergency or disaster.
- iii. The Emergency Operations Center (EOC) is located in the City of Clovis.
- iv. The EOC will be activated to cope with any natural, technological or war related emergency or disaster. Upon activation, the EOC can be staffed to operate on a 24-hour basis for as long as required. Telephones will be used as primary communication devices. If the EOC communication systems were to fail, the Clovis Police Department Communication Section (CPDCS) will make use of their radio network as a back-up system. Both of these systems have emergency back-up power.
- v. The EOC shall be in operating conditions at all times.

- vi. The alternate EOC, if needed, shall be operational within 2 hours. If for any reason, both EOC's were unusable or destroyed, a backup site would be designated outside the disaster area. A mobile center may be required, utilizing communications as outlined in Annex C, either for use as a second alternate EOC, or an on-the-scene temporary center as the emergency may dictate.
- vii. The EOC has immediate access to the following Life Support Systems:
 - a. A heating and cooling system capable of keeping the facility comfortable when staffed.
 - b. Toilet, lavatory, and shower facilities.
 - c. Primary electrical power is supplied by Xcel.
 - d. There is a back-up generator providing backup power to both the primary and alternate EOC.
- viii. During emergencies, each municipality is responsible for **managing disasters** within their jurisdiction. At such times, coordination of support activities, implementation of **Mutual Aid Agreement (MAA)**, disaster management, and planning for possible worsening of the situation may be conducted in the EOC. This would permit field forces to concentrate on essential, on-scene activities, including but not limited to reporting casualties, damages, evacuation status, radiation levels, and chemical exposure. The EOC director and staff will coordinate operational, logistical, and administrative needs of response personnel at the disaster site, public shelters, other EOC's, agency work, control, or dispatch centers.

Grady, Melrose, and Texico may only need a small or portable EOC. It is essential that a communication capability be available regardless of the size of the jurisdiction.

ix. **How Clovis/Curry County will Respond to Emergencies:**

- a. The New Mexico State Governor, by **Executive Order 2005-0014**, has mandated the use of ICS in New Mexico. **City of Clovis Resolution number 2316-2006** and **Curry County Resolution 2006-07** designate the use of the National Incident Management System (NIMS) as the basis for all incident management in both the City of Clovis and Curry County.
- b. NIMS includes using the Incident Command System as a scalable organized structure to command, control and coordinate resources and personnel who respond to the scene of an emergency.

- c. The federal government-mandated National Incident Command System for unified emergency response.
 - x. This information augments the information contained in the New Mexico All-Hazard Emergency Operations Plan (EOP). This Appendix applies to hazardous materials incidents or accidents. It builds upon the process and structure of Standard Operating Guidelines of the departments by addressing unique policies, situations, operating concepts, responsibilities and funding guidelines required for cleanup and/or recovery.
 - xi. Each community and agency must have MAA's with jurisdictions who may respond to their request for assistance. MAA's must specify the position of who is in charge when an emergency crosses jurisdictional boundaries. If the jurisdiction furnishing the majority of the resources is to provide the leadership, it is important this be agreed upon beforehand, in writing. This includes authorization to expend the resources of the other jurisdiction.
- III. The Local Emergency Planning Committee (LEPC) is charged with working with local industry to plan for the effective handling of Hazardous Material (HazMat) incidents and all other emergency management issues. This committee shall include, as a minimum, representatives from the following groups or organizations: elected local officials; law enforcement, emergency management, fire, first aid, health, local environmental, hospital, and transportation personnel; media; community groups; and owners and operators of facilities' subject to the law.
- IV. This EOP fulfills the requirements of Federal law that mandates LEPC committees as mandated by SARA Title III.

A. ASSUMPTIONS

- i. The City Manager of the respective community or the Chairman of the Curry County Commission and their staff will respond to disasters within their respective jurisdictions. A jurisdiction may declare a disaster or emergency within their domain IAW provisions of New Mexico Emergency Act of 1978. If a disaster affects more than one jurisdiction within the Emergency Management jurisdictional boundary, Emergency Management will coordinate the overall disaster response.
- ii. The Curry County Commission may declare part or the entire county a disaster area. The Governor of New Mexico also has the authority to declare any area of the State a disaster area.

- iii. The Curry County Commission will assist any local jurisdiction suffering a disaster exceeding its resources. If any Curry County jurisdiction suffers a disaster beyond its capabilities, local officials must comply with the *State of New Mexico, Disaster Assistance Program, 2010* to ensure eligibility for state or federal aid.

Contact:

State Coordinating Officer, Disaster Assistance Program

New Mexico Department of Homeland Security & Emergency Management
(NMDHSEM)

13 Bataan Blvd. -- PO Box 1628, Santa Fe, New Mexico 87504-1628

24 Hour Emergency Number: (505) 476-9635

- iv. With both planning and training, the Incident Command System (ICS), IAW New Mexico, Executive Order 95-02 will be utilized for on-scene control of emergency operations.
- v. Telephone communication is available in all parts of Curry County. If the telephone system is out of commission, communications will be via VHF, UHF, HF, and amateur radio nets where available. Information may be relayed to State Communications Division who in turn can relay it to the New Mexico Department of Homeland Security & Emergency Management (NMDHSEM).
- vi. In HazMat incidents, fire department personnel are normally the ones charged with actual hands-on response due to their training. Under ICS and in New Mexico, the State Police Emergency Response Officer (ERO) will assume control of a HazMat fixed site or transportation incident thus taking liability from the local jurisdiction. This is especially important when the owner or shipper of the HazMat is unknown. When the owner is known, liability will remain with the owner, who is also required to provide expertise and assistance. ERO's will coordinate for additional resources if so required. The Fire Department will maintain control of its personnel, but the senior on-scene fire official will report through the ERO.

V. CONCEPT OF OPERATIONS

A. GENERAL

- i. Elected officials, with assistance from the EM Director and emergency management staff, will normally exercise direction and control from the EOC (See Attachment 1). Direction and control are absolutely essential in any emergency and increases in importance with the severity of a disaster.
- ii. Existence of a viable local government is essential to the well-being of the population.

- iii. Substantial precautions must be taken to ensure the continued existence of an adequate Direction & Control element.
- iv. The arrival of state or federal assistance personnel does NOT imply they are assuming control of the disaster organization. Only specific functions will be turned over to state or federal disaster assistance personnel direction. Those functions will be determined by the jurisdictions' elected governing body and representatives of the state or federal assistance unit.
- v. Normally state and federal assistance units will not become actively involved until local authorities declare a disaster. This declaration should be made when the situation is bigger than local authorities can handle with available resources. It does not relieve local authorities of the responsibility for overall emergency response management.

B. EMERGENCY OPERATIONS CENTER

- i. During a disaster, Direction & Control will be performed by senior government officials of the impacted jurisdiction. They will normally operate from the EOC equipped with communications to provide direction to emergency response forces essential to saving lives, making decisions to ensure protection of property, and coordinating rescue and recovery actions.
- ii. The EOC provides a central point from which to coordinate operations, logistics, and administrative support required by response personnel during a disaster.
- iii. The EOC will be secured from unauthorized entry and will afford protection to key officials from the normal hazards of the jurisdiction.
- iv. The City or County Manager and the EM Director will specify the composition of the EOC staff. Composition of the EOC staff will best be determined through testing of this plan. The EOC Staff should have a minimum of three alternates for each position designated and trained for sustained operations.
- v. The EOC must be prepared to operate 24 hours a day during an emergency period and initial recovery phase. A minimum two shift operation schedule must be established. The EOC director will establish work schedules upon activation of positions in the EOC. They will also ensure that all response agencies do the same. The release of personnel will also be planned in advance and no later than four hours after activation of a position. The same four hours planning factor should be used for other emergency response agencies.

- vi.** Each jurisdiction will also designate an alternate EOC location in the event the primary EOC should become inoperative. The alternate should be located well away from the primary EOC and not in the same hazard area such as in the same flood plain. This will reduce the possibility of either being damaged or destroyed by the same occurrence.
- vii.** If the active EOC is destroyed, severely damaged or isolated through loss of communications; direction and control of county-wide emergency management will be replaced by the alternate EOC. The EOC Director will make the decision after conferring with both city and county managers to relocate when conditions dictate.
 - a.** If the director becomes incapacitated or all communications are lost, the senior official in the primary EOC will make the transfer decision. Attempts to contact the primary EOC will continue.
 - b.** If the alternate EOC is also destroyed, the emergency management function may be moved to another public sector facility. If all jurisdictional EOC's in the County are inoperative, state officials will establish direction and control.
- viii.** If there is danger of losing the primary EOC, the EOC Director will direct the EM Director to activate the alternate EOC and bring it up to a standby status. The alternate should be activated and staffed with the second echelon of key officials, such as the Deputy Fire Marshal, Chief Deputy Sheriff, etc.). The primary EOC will continue operation until the decision is made to move or when the situation so demands. If the decision is made to evacuate the primary EOC. If available, Clovis Area Transit resources will be used to transport staff to the alternate EOC.
- ix.** Direction and coordination capability must be taken into consideration if plans are made to use a vehicle as an alternate EOC. These limits may include phones, computers, supplies, space for staff, fuel for generators, etc. NOTE: There will be little if any protection from radiation in a radiological environment.
- x.** When relocating to the alternate EOC (or other location) the new location and phone numbers must be relayed to field personnel, lateral jurisdictions, and higher levels of government. Support for response personnel not in the alternate EOC will remain as it was under the primary EOC. Of almost equal importance is the continuity of operations with respect to other essential functional areas, such as the fire department and public works.
- xi.** Each emergency response function or department must ensure the best possible protection for its functional control center.

- xii. Functional SOPs should describe the procedures for an alternate functional control center in the event the primary is put out of commission.

C. CITY, COUNTY EOC ACTIVATION LEVELS

- i. The EOC will normally be in one of the following conditions:
 - a. **Level 3: Normal Operations:** The EOC is primarily in a monitoring mode.
 - b. **Level 2: Partial Activation:** The EOC is staffed as needed to support the incident, risk, or hazard. The facility may be manned to operate 24 hours a day and all equipment is ready for use. Key agency personnel are at their stations and other agencies are on call.
 - c. **Level 1: Full Activation:** The EOC is fully staffed and in full support of field operations and will operate 24/7 for long term events. Chief elected officials statutory authorities are being executed from the facility.
- ii. The EOC may be activated for the following conditions:
 - a. Natural;
 - b. Technological;
 - c. Terrorist-related; and
 - d. Other hazardous situations as determined by Local Officials of the City or County.
- iii. The Clovis Police Department Communication Section (CPDCS) dispatches city resources on a 24 hour basis and Curry County resources on nights, weekends, and holidays. In the event of an emergency, CPDCS may be used as a communication hub for notification of appropriate officials.
 - a. **EOC Activation, City of Clovis:** In an emergency or disaster, CPDCS may contact one of the following personnel who have authority to activate the EOC: the Mayor, Mayor Pro-Tem, members of the City Commission, City Manager, EM, senior Law Enforcement Officer on duty, or the senior Fire Chief on duty.
 - b. **EOC Activation, Curry County:** The following personnel have authority to request EOC activation: County Commission Chairman and Co-Chairman, members of the County

Commission, EM, County Manager, the senior on duty Clovis Fire Chief, Curry County Fire Marshal, or the senior on duty member of the Sheriff's Office.

- iv. **Other Curry County Communities:** Other Curry County communities which require emergency support shall receive assistance through the Clovis/Curry County EOC.
- v. **After EOC Activation:** The extent of activation and degree of control assumed by the EOC depends on the type and scope of the emergency. Any official with authority who activates the EOC may specify activation of only specific functional areas. Adjustments may be made at a later time to fit the situation. Activation of the EOC requires immediate notification of the appropriate CEO, City or County Manager and EM Director. The New Mexico state EOC will also be notified of all local EOC activations.

D. COUNTY EOC STAFFING AND OPERATION

- i. The extent of activation and degree of control assumed by the EOC depends on the type and scope of the emergency.
- ii. If the emergency or disaster falls within Curry County jurisdiction or overlaps two or more jurisdictions, the EOC will:
 - a. Support the Incident Commander by obtaining and providing requested resources.
 - b. Provide technical advice and expertise.
 - c. Coordinate assistance from adjoining counties and jurisdictions.
 - d. Keep the state EOC advised of major actions, and the need for state or federal help.
 - e. Prepare for reception and care of evacuees and other short term needs.
 - f. Determine clean-up and other mid-term actions.
 - g. Plan recovery, reconstitution, mitigation and other long term actions.
 - h. Plan for the draw-down of emergency operations.
- iii. The **Curry County Manager or their appointee serves as EOC Director** and has overall county emergency control.

iv. **Functional or department heads in the EOC support** their on-scene functional directors and functional control centers, relay instructions and information, obtain equipment and personnel, and provide technical advice and expertise.

v. Specific operating procedures shall be covered in SOPs

E. **Municipal EOC Operation and Staffing**

i. Operations should be covered in SOPs as the situation warrants in the individual jurisdictions.

VI. **ORGANIZATION AND RESPONSIBILITIES**

A. **City/County Emergency Management Organization** – The Clovis/Curry County emergency preparedness organization has three basic groups. They are "Policy," "Coordination", and "Operations". **An individual may serve on more than one group.**

i. The **Policy Group** is headed by either the Mayor or Chairman of the County Commissioners. This group exercises broad control over emergency operations and is concerned with policy matters, including the basic plan of action and overall deployment of staff and equipment. They will provide official information to the public through the Emergency PIO. Representatives of the LEPC must also be represented to provide expertise on HazMat. The policy group should also be a part of all exercises.

ii. The **Disaster Analysis and Coordination Group, (Coordination Group)** is headed by the City or County Manager, and includes representatives from most City and County Departments. This group's primary task is interpreting the actual or potential impact of disasters on emergency operations for the EOC staff. They will develop joint response and recovery, plan field deployment to ensure participation by appropriate functions, and assures that response agencies support each other. The LEPC should be represented on the Coordination Group.

iii. The **Operations Group** is normally headed by the City or County Manager or EM, but must be designated by the City or County CEO to head this group. Regardless of who heads it, he/she must be familiar with emergency procedures and resources as well as the legal ramifications or failure to take proper action. This group is responsible for the following:

a. Implement plans for the coordination group.

b. Serve as primary staff for the EOC.

- c. Issues instructions to, and maintains communications with the on-scene functions while maintaining a record of their status.
- d. Issue instructions to specific units and functions, and coordinates resources and records actions.
- e. Maintains close control on the location of resources, and the status of agreements for their use, and payment, if necessary. Maintains status of MAA's and an awareness of the liability issues facing emergency personnel.
- f. In conjunction with EM, conducts necessary exercises to keep this plan up to date and personnel familiar with their emergency duties.

B. Responsibilities by Function

i. City or County Manager will:

- a. Exercise overall Direction and Control policy.
- b. The CEO of each affected jurisdiction has the final responsibility for emergency response.** Unless the CEO decides to direct operations from the EOC personally, the City or County Manager should designate the EM by letter as the EOC Director.
- c. Make provisions for an alternate EOC Director with full emergency response authority to serve when necessary.
- d. Approve release of emergency public information by the Joint Information Center (JIC) PIO.
- e. Coordinate with elected officials from surrounding jurisdictions.
- f. Interface with state and federal emergency management officials.
- g. Determine the need for 24 hour operation of the EOC and the positions to be staffed.
- h. Determine when the EOC operation is reduced or terminated.
- i. Authorize overtime if necessary.
- j. Ensure the ICS is used for on-scene emergency operations.

ii. EOC Director:

- a.** Immediately initiate a "Significant Events Log," to record key disaster related information. This information may include casualties, health concerns, property damage, fire status, size of risk area, scope of the hazard to the public number of evacuees, radiation exposure levels, response steps, etc. and collect inputs from each functional area for the log.
- b.** Ensure appropriate display of essential information, such as risk area, number of evacuees, damage assessment, response resources, etc., is available for use in planning and response and briefing members of the Policy Group.
- c.** Brief and advise officials on an as needed basis and recommend actions for the protection of the public.
- d.** Coordinate the analysis of reported information from all sources and functions in order to anticipate potential problems and determine preventive actions. Oversee the preparation of reports forwarded to the State EOC and other authorized agencies.
- e.** Provide medical aide, transportation, and other related support to the handicapped and elderly during emergencies.
- f.** Designate the Emergency PIO.
- g.** Brief and advise senior policy makers regarding status of the emergency.
- h.** Ensure staffing levels of EOC, on-scene responders and volunteers are at adequate levels.
- i.** In conjunction with the EM, conduct the exercises necessary to keep this plan viable and ensures that corrections and updates are made and distributed properly.
- j.** Ensure that administrative and fiscal procedures necessary to support response organizations during emergencies are in place. This includes items such as ordinances assigning responsibility for management of emergency operations, funding of normal police, fire, medical, and public works emergency response capabilities, and funding the inter-agency exercises necessary to insure joint emergency operations capability.

iii. Emergency Management Director (EMD) will:

Note: The EMD will be responsible for the performance of additional duties as designated by the City and County Managers.

- a.** Notify the NM State EOC of any situation affecting Curry County or any political sub-division contained within county boundaries and provide incident updates via current New Mexico DHSEM emergency management software.
- b.** Ensure a trained Radiological Defense Officer is available, as needed.
- c.** Ensure a trained Evacuation Officer is available.
- d.** Assist the City or County Manager in managing the EOC or acts as the EOC Director if so designated. EMD must be designated in writing by the CEO if he is acting as the primary or is expected to fill in for the City or County Manager in relation to EOC functions.
- e.** Keep on file in the Emergency Management office a copy of emergency MAA's between Municipal Agencies, Curry County Agencies, and all other agencies, jurisdictions and entities. Originals of all MAA's will be kept on file by the respective agency.
- f.** Work with the Resources and Supply and Transportation Annex Officers, county government department heads and other annex coordinators to initiate and maintain a current inventory of all government and private emergency response resources. The Resources and Supply and Transportation Annex Officers will be the individuals responsible for inventory.
- g.** Coordinate with the State Technical Hazards and State Environmental Office for special or critical resources required for technical assessment. This will include radiological and chemical analysis, environmental assessment, biological sampling, plume movement, contamination survey, damage estimation and/or assessment. In the event the listed phone numbers are not adequate, call the State Police Dispatcher at **575-461-3300** for assistance.
- h.** Coordinate and schedule State Emergency Management Training required by emergency management and response personnel.
- i.** Plan and schedule the necessary exercises to keep this plan current.

- j. Under the ICS utilized at a disaster site, the Staging Area Manager (who is appointed by and reports directly to the Operations Chief) works with the Logistics Chief to manage all resources. The EMD must work closely with them and the Resources and Supply Coordinator to ensure that donations and volunteers are properly managed.

iv. Warning Coordinator will:

- a. Ensure an effective emergency warning system operates properly with immediate warning passed to the public in all emergency situations.
- b. Ensure warning communication to non-English speaking members of the public, the hard-of-hearing and others requiring special consideration.

v. Communications Coordinator will:

- a. During periods of emergency or disaster operations, the Communication Coordinator will assist in maintaining communications links between EOC, field operations, and outside jurisdictions.
- b. Coordinate with local telephone companies to ensure priority maintenance for re-establishment of service to the EOC, functional command centers, long distance access and implementation of emergency power unless emergency generators are available.
- c. Ensure prior agreements with local utility companies, (telephone, cable TV, electric, gas), to make use of their radio nets to pass emergency warnings and relay damage assistance messages to the EOC.

vi. Law Enforcement Coordinator will:

- a. Provide security for the EOC while it's open, if needed.
- b. Coordinate with law enforcement agencies during a disaster.
- c. Direct evacuation activities, if initiated. Receive assistance from the State Police, if necessary. This includes evacuation of all nursing homes, hospitals, jails and prisons in the county.

vii. Emergency Public Information Coordinator will:

- a. Assist the City and County Commissioners, City and County Manager and EOC staff in media relations and public service announcements.
- b. Obtain approval for release of information from the Chief Elected Official.
- c. Immediately establish rumor control procedures. Monitor Social Media outlets and respond as the situation dictates.

viii. Fire and EMS Coordinator will:

- a. Direct disaster fire and EMS operations.
- b. Assist in providing warnings to the public.
- c. Coordinate with emergency response agencies in treatment and transportation of injured persons.
- d. Assist in evacuation if necessary.
- e. Notify and coordinate with adjacent jurisdictions on facilities and/or dangerous HazMat Incidents (or other) releases that pose a threat across planning boundaries.

ix. Resources and Supply Coordinator will:

- a. Assist in developing, locating and allocating equipment and resources in support of field operations. The Resources and Supply Coordinator and Ground Support Unit Leader will designate preliminary staging areas, mobilization centers, disaster field offices and disaster application centers. They will also arrange for the support of these if they are activated.
- b. During emergencies organize, manage, coordinate and channel donations of money, goods and labor received from individual citizens and volunteer groups who are not included in the formal response structure.
- c. Work with city/county government department heads, the Emergency Planning Coordinator, and other annex coordinators to create and maintain a current inventory of all government and private emergency response resources.
- d. Determine availability of food supplies.

x. Ground Support Unit Leader will:

- a. Coordinate with the Logistics Coordinator for the movement of resources.
- b. Obtain public transportation as necessary.

xi. Public Works Coordinator will:

- a. Coordinate available resources to assist in rescue of disaster victims from wreckage, snow and debris clearance, repair roads and culverts. Public Works Coordinator will also conduct damage assessment, assist in urban search and rescue and other disaster assistance as dictated by the situation.
- b. Coordinate with utility companies for restoration of essential services.
- c. Establish priority of debris removal.

xii. Health and Medical Coordinator will:

- a. Establish triage centers near the disaster and coordinate the treatment of injured.
- b. Use clinics, urgent care centers and other temporary facilities to set up an emergency medical care capability, as needed.

xiii. Lodging Unit Leader will:

- a. Establish congregate care facilities (feeding and lodging) after disasters without direction from local authorities based on their federal mandate.
- b. Assist the county and municipalities with reception and care during a nationally directed evacuation. They may be expected to run the shelter system in a nuclear attack as well (FEMA will be in charge and will fund it).

xiv. Human Services Coordinator will:

- a. Assist the Red Cross in providing social and financial assistance to disaster victims.
- b. Establish a Disaster Assistance Center if necessary (see part A of **Logistics Coordinator**).

xv. County Treasurer and City of Clovis Building Safety Department will:

- a. Serve as primary damage assessment officials. The County Assessor may assist the County Treasurer with damage assessment.

xvi. Department Heads and Coordinators will:

- a. Provide for two or three shifts in EOC staffing.
- b. Cooperate with the Resources and Supply and Ground Support Unit Leaders and the EMD to create and maintain a current inventory of all government and private emergency response resources, such as, personnel, equipment and supplies.
- c. Prepare SOPs defining specific responsibilities of their functional EOC representatives.
- d. Develop the necessary logs, displays, etc., to clearly show the status of all aspects of the functions' responsibilities.
- e. Provide full logistic support (feeding, protective clothing, emergency power, communications, etc.,) to field response personnel, shelter personnel, etc. During emergency operation, logistical support shall be coordinated through the EOC.
- f. Work with the EMD to ensure training for all emergency management and response personnel required above and beyond their normal job training (See NIMS Training Matrix).
- g. Review and prepare for increased readiness posture as enemy attack risk or other known disaster increases. Functional coordinators may reassign personnel as shelter managers, radiological monitors, etc.
- h. Establish and maintain a D&C element to manage their emergency response personnel. For many agencies, this is the normal dispatch location.
- i. Designate a minimum of three disaster successors. Describe in a SOP their responsibilities, authority, and circumstances under which they will assume duties of the primary and when tenure terminates (See part III H of the Basic Plan, for Continuity of Government).

VII. ADMINISTRATION AND LOGISTICS

- A. Administrative assistance will be coordinated between Elected Officials, Clovis City Manager, Curry County Manager, and the EMD.
- B. EMD is responsible for properly equipping and maintaining operational readiness of the primary and alternate EOC's.
- C. EMD will include the necessary EOC and alternate budget expenditures in their annual budget submissions.
- D. The EOC Director will designate secretarial or clerical personnel from Administration, Finance, Library, Senior Services Division, etc., to serve in the EOC during emergencies as recorders, plotters, analysts, etc.
- E. Situation reports, local disaster declaration reports, weapon effects reports, increased readiness reports, damage assessment reports and others deemed necessary will be up- channeled to state EOC by the EOC Director.

VIII. AUTHORITY AND REFERENCES

A. Authorities See Base Plan, Section VI, A.

B. References See Base Plan, Section VI, B.

IX. PLAN MAINTENANCE AND DISTRIBUTION

- A. Responsibility for maintaining and updating this annex belongs to the Emergency Management Coordinator.
- B. Review and update this annex annually (See the Base Plan). Changes and revisions will be distributed as outlined in the Distribution List.
- C. Exercise this annex in accordance with FEMA National Exercise Program in conjunction with the base plan and other annexes.

X. GLOSSARY OF TERMS AND ACRONYMS:

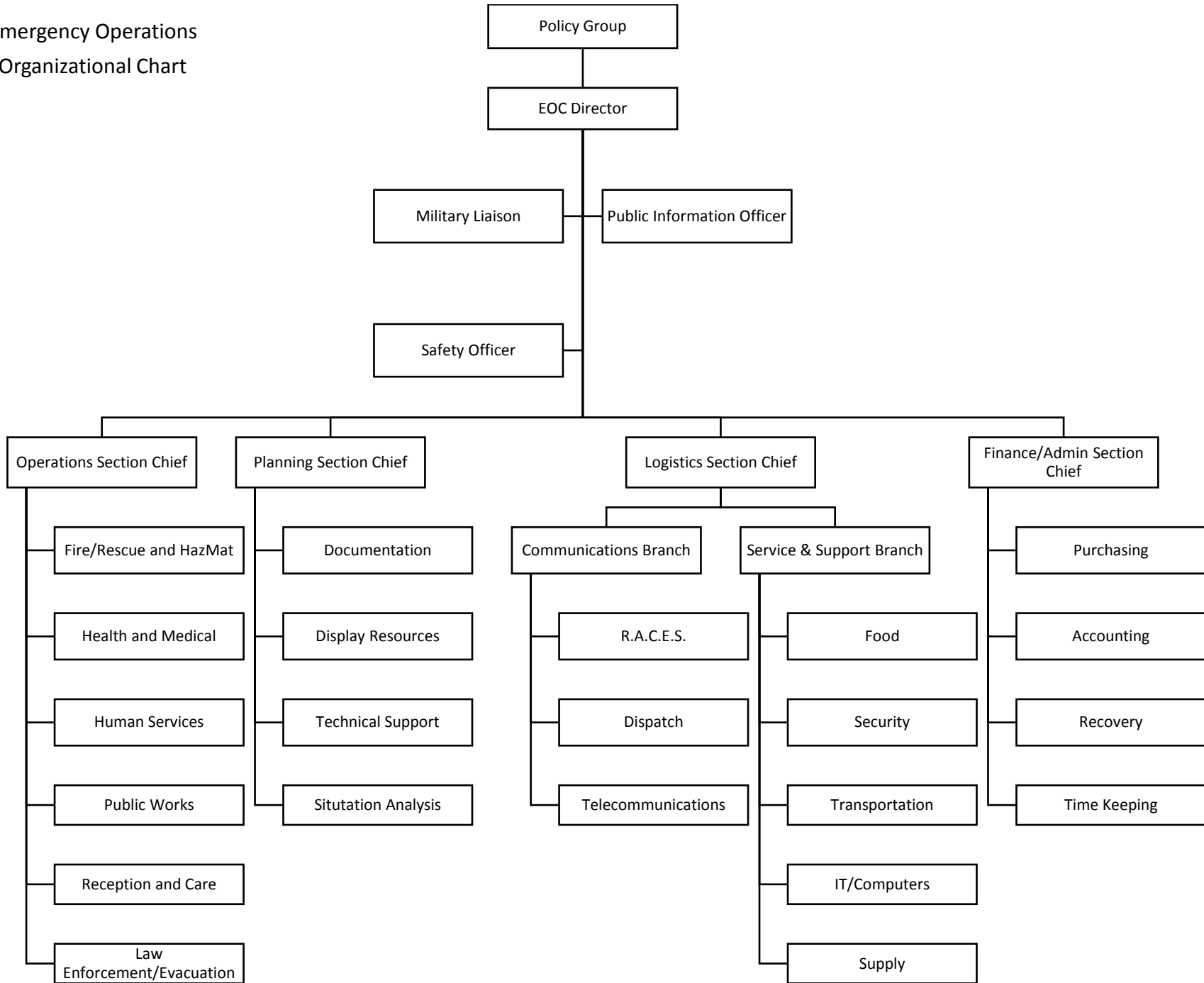
See Base Plan

ATTACHMENTS

- Attachment 1 City of Clovis and Curry County ICS Resolutions
- Attachment 2 Incident Command Forms Listing
- Attachment 3 Law Enforcement Staff Duties
- Attachment 4 Public Works Staff Duties
- Attachment 5 EOC Recorder/Messenger Duties
Action Log
Message Log

STANDARD OPERATING PROCEDURES

Emergency Operations
Organizational Chart



ICS Form #:	Form Title:	Typically Prepared by:
ICS 201	Incident Briefing	Initial Incident Commander
*ICS 202	Incident Objectives	Planning Section Chief
*ICS 203	Organization Assignment List	Resources Unit Leader
*ICS 204	Assignment List	Resources Unit Leader and Operations Section Chief
*ICS 205	Incident Radio Communications Plan	Communications Unit Leader
**ICS 205A	Communications List	Communications Unit Leader
*ICS 206	Medical Plan	Medical Unit Leader (reviewed by Safety Officer)
ICS 207	Incident Organization Chart (wall-mount size, optional 8½"x 14")	Resources Unit Leader
**ICS 208	Safety Message/Plan	Safety Officer
ICS 209	Incident Status Summary	Situation Unit Leader
ICS 210	Resource Status Change	Communications Unit Leader
ICS 211	Incident Check-In List (optional 8½"x 14" and 11"x 17")	Resources Unit/Check-In Recorder
ICS 213	General Message (3-part form)	Any Message Originator
ICS 214	Activity Log (optional 2-sided form)	All Sections and Units
ICS 215	Operational Planning Worksheet (optional 8½"x 14" and 11"x 17")	Operations Section Chief
ICS 215A	Incident Action Plan Safety Analysis	Safety Officer
ICS 218	Support Vehicle/Equipment Inventory (optional 8½"x 14" and 11"x 17")	Ground Support Unit
ICS 219-1 to ICS 219-8, ICS 219-10 (Cards)	Resource Status Card (T-Card) (may be printed on cardstock)	Resources Unit
ICS 220	Air Operations Summary Worksheet	Operations Section Chief or Air Branch Director
ICS 221	Demobilization Check-Out	Demobilization Unit Leader
ICS 225	Incident Personnel Performance	Rating Supervisor at the incident

Notes:

- The ICS Forms identified with an asterisk (*) are typically included in an IAP.
- Forms identified with two asterisks (**) are additional forms that could be used in the IAP.
- The other ICS Forms are used in the ICS process for incident management activities, but are not typically included in the IAP.
- The date and time entered in the form blocks should be determined by the Incident Command or Unified Command.

Local time is typically used

Law Enforcement Staff Duties and Resources Available for use During EOC Activation

A. During Emergency Operations Center (EOC) activation the LE Operations staff is responsible for documenting, maintaining, and keeping current the LE resource status board. The resource status board must be kept current to reflect the following information:

- i.** Events and location where resources are dispatched.
- ii.** Type of equipment at each location event.
- iii.** Number of personnel at each location event.

In addition to the status boards, LE Operations must maintain a current resource list. Resource lists will be updated to include resources on loan or supported by other entities, such as other communities, CAFB, State of NM, etc.

B. At shift changes the LE staff personnel are responsible for thoroughly briefing their replacement.

C. Located in the EOC is a LE Operations Handbook. The LE handbook contains the following materials:

- i.** EOC Radio Frequencies
- ii.** EOC Scanner Frequencies
- iii.** Emergency Phone Roster
- iv.** Law Enforcement Annex -- Annex "E"
- v.** Attachment 1 -- County Law Enforcement Organizational Chart to Annex "E"
- vi.** SOP 1 -- Law Enforcement Resources to Annex "E"
- vii.** Evacuation Annex -- Annex "N"
- viii.** Attachment 1 -- Evacuation Organizational Chart to Annex "N"
- ix.** Attachment 2 -- Traffic Control to Annex "N"
- x.** Qwest Phone Book

Public Works (PW) Staff Duties and Resources Available for use During EOC Activation

A. When the Emergency Operations Center (EOC) is activated, Public Works Operations staff is responsible for documenting, maintaining, and keeping current the EOC PW resource status board. The resource status board must be kept current to reflect the following information:

- i.** Events and location where PW resources are dispatched.
- ii.** Type of equipment at each location event.
- iii.** Number of personnel at each location event.

In addition to the status boards, PW Operations personnel must maintain a current resource list. Resource lists must be updated to include resources on loan or supported by other entities, such as other communities, CAFB, State of NM, etc.

B. At each shift change, PW staff personnel are responsible for thoroughly briefing their replacement.

C. Located in the EOC is a Public Works Operations Handbook. The PW handbook contains the following materials:

- i.** EOC Radio Frequencies
- ii.** EOC Scanner Frequencies
- iii.** Emergency Phone Roster
- iv.** Public Works Annex -- Annex "G"
- v.** Attachment 1 -- Public Works Organizational Chart -- Annex "G"
- vi.** Attachment 2 -- Damage Assessment -- Annex "G"
- vii.** SOP 1 -- Public Works Resources -- Annex "G"
- viii.** Qwest Phone Book

D. There will be a minimum of one recorder/messenger assigned to each shift in the EOC when it is activated. The EOC Director will assign secretarial or clerical personnel from Finance, Administration, Library, Senior Services Division, Records Section, etc., to serve in the EOC during emergencies or disasters as a recorder/messenger etc.

E. Recorder/Messengers are responsible for the following functions:

i. Initiation and documentation of a Significant Events Log (SEL). Information documented on the SEL may also be posted to a SEL status board. Additional copies of the SEL may be made. Items for SEL documentation include but are not limited to the following:

- a.** Event/s that led to activation of the EOC
- b.** Time the EOC is activated
- c.** Date and time Emergency Disaster Declaration issued by Commission
- d.** Response steps taken
- e.** Size of the risk area
- f.** When and types of public warnings issued
- g.** When was decision to evacuate made
- h.** Number of evacuees
- i.** Evacuation routes
- j.** Location of shelters
- k.** Scope of hazards to the public
- l.** Public health concerns
- m.** Damage assessment
- n.** Assist Operation Group personnel to maintain their respective status boards

ii. Assist Policy, Coordination, and Operation Group personnel on an as needed basis.

- F.** Whenever possible the recorder or messenger shall assist the Communication Coordinator to maintain an uninterrupted flow of reports and messages between the EOC and the Clovis Police Department Communication Section (CPDCS).

- G.** Perform other duties as assigned.

EOC Activation – Call Down List

Immediately upon activation of the Clovis/Curry County Emergency Operating Center (EOC), the following personnel must be notified, in accordance with Annex A:

- 1.** Emergency Manager
- 2.** City Manager (City Assets)
- 3.** County Manger (County Assets)
- 4.** City of Clovis Mayor
- 5.** Curry County Chairman
- 6.** American Red Cross
- 7.** The Salvation Army
- 8.** Cannon AFB, Command Post
- 9.** Cannon AFB EOC, if activated
- 10.** Clovis Public Works Department
- 11.** New Mexico Gas Company
- 12.** Plateau Telephone
- 13.** Epcor
- 14.** Farmers Electric Coop
- 15.** Xcel Energy
- 16.** Plains Regional Medical Center/Clovis

Depending on the type, magnitude and nature of the disaster other personnel including those listed above may have to be notified.

ANNEX B – WARNING

I. MISSION

- A.** Ensure there is dissemination of Severe Weather WATCH and WARNING information in accordance with the Warning Plan Attachment 1.
- B.** Ensure there is dissemination of other emergency and/or health and safety information from federal, state, and local authorities.

II. SITUATIONS AND ASSUMPTIONS

A. SITUATIONS

- i.** Alerting for severe weather will be made via either a WATCH or a WARNING. Alerting will be made by the National Weather Service (NWS) alerting system over National Oceanic and Atmospheric Administration (NOAA) Weather Radio or the National Warning System (NAWAS). NAWAS points are located in the Emergency Management Director's office and PD Dispatch. The Clovis Police Department Communication Section (CPDCS) and the Emergency Management Director monitors NAWAS and the NOAA Weather Radio net.
- ii.** Alerting for all other hazard situations developing within Curry County, including Hazardous Materials (HazMat) incidents, out-of-control range or urban fires, etc., will be disseminated over various components of the local warning system. These include fixed and mobile sirens, Emergency Alerting System (EAS) stations, or other population-specific methods as may be available.

B. ASSUMPTIONS

- i.** Warning or notification of impending transportation disaster or other civil emergency, including natural hazards, may be received by any of several Federal, State, or Local agencies. These are not limited to the following:
 - a.** National Warning System (NAWAS)
 - b.** Emergency Alert System (EAS)
 - c.** New Mexico State Warning System (SWS)
 - d.** National Oceanic and Atmospheric Administration (NOAA)
 - e.** National Weather Service (NWS)
 - f.** Private or public employee or private citizen.

- ii. Areas of the County having sirens and cable interrupt will be warned using the appropriate methods. Local broadcast sources are available for dissemination of warning information.
 - a. Local AM & FM broadcast stations may be accessed as outlined in Alerting Protocol, SOP 1. These stations do not have fallout protection, emergency power, EMP protection, or on premise life-support.
- iii. Areas of Curry County not having direct access to an audible warning system will have to depend upon the EAS system which utilizes commercial radio and/or the local TV Cable Company for warning information.
- iv. Emergency Response (Police and Fire) may have to provide house-to-house warnings in localized disaster situations such as hazardous spills, flood, fires, etc.

III. CONCEPT OF OPERATIONS

- A. The Clovis Police Department Communications Section (CPDCS) and the Emergency Operations Center (EOC) have a diverse selection of radios, telephones. The Emergency Management Director and the CPDCS are responsible for informing the general public of impending disaster. This will include HazMat incidents and will be accomplished using a combination of sirens, TV cable interrupt, the Emergency Alert System, Emergency Notification System and door to door contact.
- B. CPDCS will notify rural fire departments.
- C. If warranted, CPDCS will notify emergency management officials, emergency response and service agencies. Agencies notified will be responsible for contacting necessary response and management personnel using current recall rosters.
- D. Emergency Management personnel and the CPDCS will maintain a list of facilities, such as schools, hospitals, nursing homes, and places of public assembly that they will notify in event of emergency.
- E. Dissemination of emergency information may fall under one of the following hazard threats:
 - i. Natural Hazard Emergency or Disaster: Examples include flooding, tornadoes, wild fire, etc.

- ii. Technical Hazard Emergency or Disaster: Examples include, chemical (HazMat incidents) or radiological spills, etc.
- F. Outdoor Warning Sirens - This signal is used to warn of an imminent threat of a tornado. It is sounded by a steady continuous tone on the warning sirens.
- G. Initial report of disaster impact in Curry County will be relayed back through the warning net to the NM Department of Homeland Security and Emergency Management in Santa Fe.
- H. **CONTINUITY OF GOVERNMENT** – Lines of succession must be established to ensure that warning operations are provided as needed, in the event an official or agency charged with participating in the Warning Annex is unable to perform.

IV. ORGANIZATION AND RESPONSIBILITIES

- A. The Clovis/Curry County Emergency Management Director will perform the duties of Warning Coordinator and perform all the duties assigned to that position including:
 - i. Review, maintain, and update the Warning Annex as necessary.
 - ii. Ensure names and telephone numbers used for warning procedures are current and correct.
 - iii. Ensure that county warning system requirements, such as the EAS, outdoor sirens, radios, P.A. systems, weather receivers, alert monitors, etc., are acquired and operational.
 - iv. Periodically test and exercise the warning system to ensure serviceability.
 - v. Develop policies to ensure all areas of the County are notified in the event of an emergency or disaster.
- B. **Clovis Police and Fire Chiefs will:**
 - i. Provide siren equipped mobile units if necessary and available to supplement sound coverage.
 - ii. Provide mobile public address units if available and necessary.
 - iii. Develop and maintain hazard specific warning procedures.
 - iv. Provide personnel for door to door warning when necessary.

- C. **Other City and County Departments or Divisions will**, in emergency or disaster situations, assist the Warning Annex Officer as required to accomplish the warning functions.
- D. **Broadcast and Print Media** may be requested to:
 - i. Disseminate warning messages provided by City and County sources to the general public as rapidly as possible in the event of an emergency or disaster.
 - ii. Assist in an on-going public awareness program of life saving measures to be taken concerning all emergencies or disasters.
- E. **Schools will** be notified and are responsible for monitoring emergency conditions and taking appropriate action.
- F. **Eastern New Mexico Amateur Radio Club (HAMS) will** provide weather spotters, and furnish communication support as needed through the Amateur Radio Emergency Service (ARES) Radio Armature Civil Emergency Service (RACES).

V. ADMINISTRATION AND LOGISTICS

- A. Testing of all facets of the Warning System will be conducted on a regular basis.
- B. Maintenance of the warning system is the responsibility of the Emergency Management Office.

VI. AUTHORITY AND REFERENCES

- A. Authorities: See Section VII of the Base Plan.
- B. References:
 - i. FEMA Manual 1550.2 -- Principles of Warning and Criteria Governing Eligibility of NAWAS.
 - ii. National Warning System (NAWAS) Operations Manual.

VII. PLAN DEVELOPMENT AND MAINTENANCE

- A. This annex will be maintained by the Emergency Management Director.
- B. All agencies assigned emergency management functions are responsible for developing standard operating procedures for their respective agency.

VIII. DEFINITION OF TERMS

- A. Emergency Alert System (EAS): EAS is a voice radio communications system consisting of broadcast stations, and interconnecting facilities authorized by the Federal Communications Commission (FCC). It is designed for use by the President and other national, State, and local officials to broadcast emergency information to the public in time of war, public peril, disaster, or other national emergencies. The EAS system is regulated by the FCC in Title 47 of the Code of Federal Regulations.
- B. National Warning System (NAWAS): The NAWAS is a dedicated, commercially leased nationwide voice telephone warning system operated on a 24-hour basis, with a National Warning Center (NWC) and an Alternate National Warning Center (ANWC) staffed by attack warning officers. Special purpose telephone circuits connect the NWC and the ANWC to the following: FEMA headquarters and regional offices; selected Federal departments and agencies; military installations; and State, county and city warning points. NAWAS is the only national system designed and maintained to warn the public of nuclear attack or a natural or man-made disaster
- C. The Integrated Public Alert and Warning System (IPAWS) is a modernization and integration of the nation's alert and warning infrastructure. IPAWS provides public safety officials with an effective way to alert and warn the public about serious emergencies using the EAS, Wireless Emergency Alerts (WEA), the National Oceanic and Atmospheric Administration (NOAA) Weather Radio, and other public alerting systems from a single interface

ATTACHMENTS

Attachment 1	Warning Plan
Attachment 2	Clovis/Curry County Warning Diagram
Attachment 3	Rural Community Warning Systems

STANDARD OPERATING PROCEDURES

WARNING PLAN

A. MISSION

The purpose of this attachment is to provide a plan for disseminating timely warnings in the event of an emergency or disaster in order to safeguard lives and property of our citizens.

B. SITUATION

- i. Curry County warning points are located in the Clovis Police Department Communication Section (CPDCS). Communication is manned and operated 24-hours a day, and is capable of receiving and disseminating warning information within the County. Several communities in the County have fixed warning sirens while others rely on mobile sirens, mobile PA systems, horns or other means for alerting citizens.
- ii. Alert/Warning protocols will be conducted from the CPDCS.

C. AGENCY TASKING

- i. The Office of Emergency Management will review and update protocols and procedures contained in this document annually. In addition, they will ensure distribution and training is provided as required.
- ii. CPDCS will:
 - a. Monitor and operate the primary NAWAS point for Curry County.
 - b. Receive hazard notification and transmit alerting protocols in accordance with this Attachment.

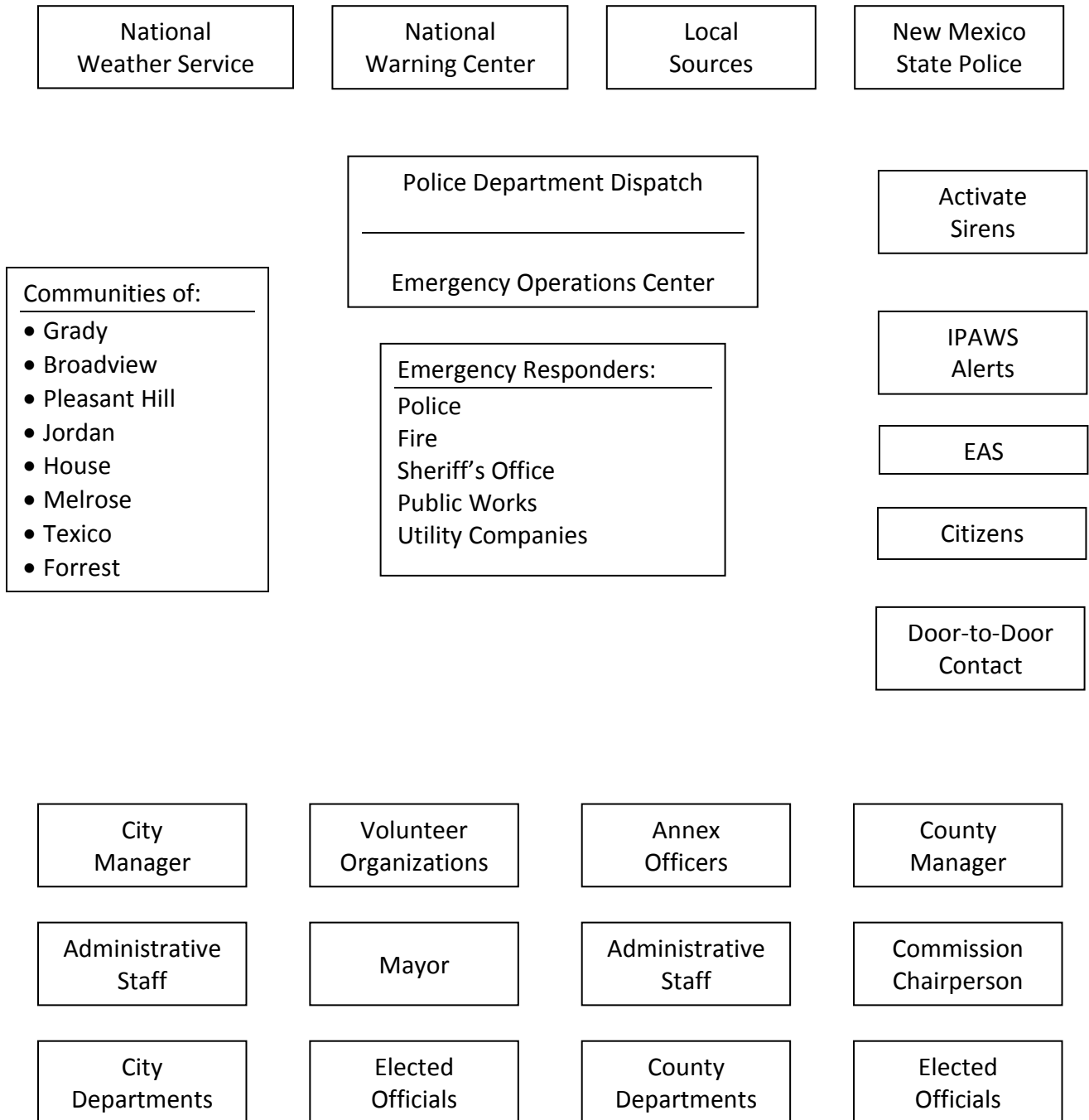
D. EXECUTION OF ALERTING PROTOCOLS:

GENERAL: Hazard alerting protocols may be accomplished in accordance with SOP 1, Alerting Protocols as specified below. Alerting Protocols and Announcement Scripts in this SOP should be satisfactory for the majority of emergencies and/or disasters that may occur in the County.

The Announcement Scripts are designated as guidelines and may be altered to suit the specific circumstances at hand. Be aware all contingencies could not be taken into consideration.

Announcers reading these scripts should practice reading each script at least two times to become familiar with the message. By previewing scripts, announcers will become more comfortable with the material and may find areas where they wish to insert additional information, as the situation warrants.

ANNEX B, ATTACHMENT 2-WARNING DIAGRAM



**ANNEX B – ATTACHMENT 3
RURAL WARNING SYSTEMS**

The following communities have the ability to alert their communities with the following:

Grady	Fixed siren on Fire House	No cable interrupt
Broadview	Fixed siren on Fire House	No cable interrupt
Melrose	Two sirens	No cable interrupt
Texico	Two sirens	Activated by radio or manually
Pleasant Hill	No alert system	N/A

All communities have hand-held radios or pagers. This is how they receive watches and warnings from the Clovis Police Department Communication Section.

ANNEX C – COMMUNICATIONS

I. MISSION

The purpose is to establish and maintain a countywide communications capability for supporting disaster operations and employees recall procedures.

II. SITUATIONS, THREATS OR ASSUMPTIONS

A. SITUATIONS

- i. Clovis and Curry County's primary means of communication is telephone; both hard-wired and cellular. As such, key personnel are issued a Government Emergency Telecommunications Service card (GETS).
- ii. In addition, two-way radio systems and wireless mobile data transmission (MDT) systems are in use by many jurisdictional functions, i.e. Police, Fire, Public Works, Sheriff. A secondary network of communication is composed of local utilities, the Eastern New Mexico Amateur Radio Club. Area Radio networks operate on the Clovis/Curry County VHF and UHF radio frequencies. There is also the ability to communicate with surrounding communities, state and federal officials.

The National Weather Service (NWS), major news wire services, NOAA radio, and the National Warning System (NAWAS) are integral parts of the communication system. NAWAS links Clovis to Santa Fe and other NAWAS sites within the state and across the nation.

- iii. The Clovis Police Department Communication Section (CPDCS), in the Clovis Police Department is operated 24 hours a day and houses all of the communications systems for the City. This facility also has the capability to communicate via a Teletypewriter (TTY) system for those individuals who need such services.

B. ASSUMPTIONS

- i. Telephone communication will be available except in unusual circumstances.
- ii. In case of an extended power outage an emergency generators located at the Clovis Fire Department will supply power to the EOC and Public Safety radio transmitters. The Police Department generator will provide power to the Clovis Police Department Communication Section (CPDCS).
- iii. In an incapacitating major disaster, the CPD Mobile Command Vehicle and/or a mobile communications van from a state agency may be available until communications are restored.

III. CONCEPT OF OPERATIONS

- A. The Clovis/Curry County Emergency Operations Center (EOC) is located adjacent to the Clovis Fire Department. The EOC has access to radios that cover a broad spectrum of the frequencies located in the CPDCS. CPDCS and EOC frequencies are in the Resource Handbook.
- B. Telephones, both hard-wired and cellular, will be used for primary communications. If either of these systems fail, backup will be provided by available radio nets. Amateur radio networks are the second backup to telephone system. CPDCS and EOC have access to all units of local radio nets.
- C. Maximum use will be made of mobile and portable phone systems for recalling key personnel.
- D. Utility company's may be asked to report damage, report needs for assistance, and other pertinent information. In extreme emergencies, the utility companies may be tasked to provide 24- hour operation to the public.
- E. The NAWAS system, police teletype and New Mexico State Police (NMSP) inter-district intercom may be used to up-channel emergency type messages.
- F. Commercial telephones will be used to the maximum extent possible to ease radio traffic for emergency units, and units without telephone service.
- G. Eastern New Mexico Amateur Radio Club (ARES and RACES) personnel will be organized to back-up and assist Emergency Management during an emergency or disaster. The ENARC will be available through established call-down procedures. They are trained in operation and user-maintenance of their equipment.
- H. **COMMUNICATION PROTECTION** - Pre-arrangements must be made to ensure the telephone company is prepared to give the highest maintenance and repair priority to the EOC, CPDCS, and other vital facilities to ensure prompt restoration of service. The City of Clovis utilizes a VoIP telephone system.

IV. ORGANIZATIONS AND RESPONSIBILITIES

- A. The CPDCS Communications Supervisor will serve as the Communications Coordinator.
- B. The NMSP Dispatch center (Santa Fe) will communicate warning messages affecting Curry County over the Law Enforcement Teletype Network, telephone, two-way radio, (or by other means) to the NMSP District Office in Las Vegas. This will include warnings received from all sources, not just from NAWAS.

- C. The NMSP District Office will in turn notify the CPDCS, the Curry County Sheriff's Office (CCSO).
- D. If warranted, the CPDCS will notify local emergency management officials and emergency response and service agencies. Agencies notified will be responsible to contact necessary response and management personnel using current recall rosters.
- E. EM and CPDCS personnel will maintain a list of facilities such as schools, hospitals, nursing homes and other institutions and places of public assembly who should be notified in event of an emergency. (Resource Handbook) Public notification utilizing the EAS system will fulfill this requirement.
- F. Each police and fire department will coordinate a SOP for use of its vehicle sirens and loud speakers to notify areas within their jurisdiction that is outside the range of fixed sirens.
- G. Police and Fire will coordinate for door-to-door notification using all radio dispatched units, not just fire and police.

V. ADMINISTRATION AND LOGISTICS

- A. The Curry County Manager and the Clovis City Manager will provide administrative assistance as needed.
- B. Testing of all facets of the communication systems will be conducted as deemed necessary by the Support Services Division of the Clovis Police Department.
- C. Maintenance of the communication systems is the responsibility of the owning jurisdiction.

VI. AUTHORITY AND REFERENCES

- A. Authorities: See Section VI, A, of the Basic Plan.
- B. References: See Section VI, B, of the Basic Plan.

VII. PLAN DEVELOPMENT AND MAINTENANCE

- A. This annex will be maintained by the Communication Supervisor for the Clovis Police Department Communication Section.
- B. All agencies assigned emergency management functions are responsible for developing SOP's.

VIII. IMPLEMENTATION

This annex supersedes all previous communication annexes and is effective upon receipt.

ANNEX D – EMERGENCY PUBLIC INFORMATION

Public Information Officer (PIO)- A PIO will be chosen based on the nature of the situation. The ideal PIO will have attended Basic Public Information Officer Course G209 and JIS/JIC for Tribal, State, and Local PIO's course G-291. Each of the following departments have assigned PIOs: Emergency Management, Law Enforcement, Fire Department and City/County Administration. During an emergency situation a Joint Information Center (JIC) will be established to coordinate any message being released to the general public.

I. MISSION

To establish emergency publication information procedures for rapid dissemination of information to the citizens of Curry County. In the event of an emergency, Emergency Management/Emergency Operations Center (EOC) through the JIC is responsible for keeping the public informed of the situation.

II. SITUATIONS AND ASSUMPTIONS

A. SITUATIONS

- i.** In order to alleviate the effects of an emergency, education of the private and public sectors prior to such an event is imperative. Education may take the form of public service announcements, meetings with civic organizations, businesses, and/or other government agencies. The public and private sectors must be made aware of potential hazards and the protective actions that may be taken.
- ii.** It is anticipated that during disasters the media will make their resources available to the emergency public information process. A major disaster would probably attract the attention of the national media.
- iii.** The importance of getting only accurate information to the public requires that all information come from a central point. The local jurisdiction is the one responsible for the overall management of the disaster. The local jurisdiction is responsible for coordination of all local, state, and federal information through the JIC.

B. ASSUMPTIONS

- i.** It will be necessary for emergency management to obtain the cooperation of the local newspaper and radio stations to keep the public informed. The media will be instrumental in accurately informing the public of a disaster and its effects on the community.
- ii.** The Public Information Officer and/or alternate will be responsible for keeping the public apprised of events during a disaster. It is acknowledged that a major portion of their time will be spent in rumor

control. This will serve to alleviate the possibility of panic on the part of the public and private sectors.

- iii. The importance of Public Information cannot be over stressed. If possible the Public Information Officer (PIO) and the alternate should be personnel who are not first responders.
- iv. Emergency or Disaster news releases from emergency personnel and employees will be authorized by the Public Information Officer through the JIC, in consonance with elected officials. Informational materials addressing local hazards will be provided by the Clovis/Curry County Office of Emergency Management. Materials and distribution processes will address the population of Clovis and Curry County.
- v. In a disaster, the Public Information Officer will be responsible for disseminating emergency instructions and information to the public in the following priority:
 - a. Lifesaving and health preservation instructions, including directing evacuees to reception centers for shelter, lodging and feeding.
 - b. Factual information concerning the emergency and actions being taken to diminish its effects.
 - c. Rumor control.
 - d. Monitor Social Media sites.
 - e. Response and assistance to the media.
 - f. Monitor social media outlets and respond as necessary.
- vi. Public information before, during and after a disaster is important enough to justify establishing a Joint Information Center near but not in the EOC. The JIC is where the PIO will actually brief the media and the media will be able to use it as a data collection point.

III. CONCEPT OF OPERATIONS

- A. Public Information Officer: The Clovis/Curry County Emergency Public Information Officer will operate out of the Emergency Operations Center (EOC) or if activated the Joint Information Center, and will be responsible to the Mayor and/or the Chairman of the County Commission and the Emergency Management Director. The PIO will also work closely with functional department heads and annex officers keeping them informed of developments, obtaining relevant information, and coordinating news releases to the public.

- B. Coordination of Public Releases: All Emergency or disaster news releases will be made through the Public Information Officer. EOC Director's approval of information to be released is essential. News releases made through operational departments will be cleared with the PIO and documented on an ICS Form 213. Conflicting information released by different officials or jurisdictions will serve to confuse the public, leading to rumors and negative public reaction.

IV. ORGANIZATION AND RESPONSIBILITIES

- A. Organization: The Clovis/Curry County PIO is directly under the supervision of the EM Director and/or the Clovis/Curry County Chief Elected Official. In most disasters, a single PIO will be required. For large scale disasters, a PIO staff may be required.
- B. Responsibilities: The Public Information Officer will:
 - i. Provide current and coordinated Emergency or Disaster Information to the citizens of Curry County.
 - ii. Provide emergency instructions utilizing the news media for release to the citizens of Curry County and conduct briefings of the disaster for visitors, the media and the public. When necessary, coordinate tours of the disaster site.
 - iii. Provide, when possible, foreign language informational releases by ensuring consideration is given to those who may be hearing or visually impaired by repeating information in more than one type of media.
 - iv. Gather information concerning the disaster from all available sources and provide current and accurate information to the media.
 - v. Schedule press conferences for the EOC staff and other key personnel without hindering the emergency response process.
 - vi. Coordinate with federal, state and private sector agencies to obtain technical information on the disaster for distribution to the media and public.
 - vii. Provide emergency instructions to the public through the media and other available sources regarding shelter-in-place procedures and evacuation, and advise those without vehicles of assembly points for transportation.
 - viii. Coordinate the selection of telephone numbers which may be used by the public for emergency information and information regarding missing persons, relatives, and/or victims.

- ix. Maintain and update this annex.
- x. Exercise this annex on an annual basis.

C. City and County Departments and Support Agencies will:

- i. Forward information concerning the disaster to the PIO located at the EOC.
- ii. Provide public information material necessary for broadcast obtained from support and government agencies, which may include health risks, first aid actions, or other survival measures.
- iii. Where necessary, ensure that information in the appropriate form is disseminated to the visual and hearing impaired.
- iv. Furnish evacuation instructions including evacuation routes, suggestions on types and quantities of clothing, food, medical items, and location of the reception centers, and pick up points for evacuees without transportation.
- v. Coordinate with the American Red Cross and The Salvation Army concerning information on reception and care and feeding facilities.

V. ADMINISTRATION AND LOGISTICS

- A. The City of Clovis and Curry County administration will assist the Public Information Officer with administrative assistance.
- B. A listing of the local area news media can be found in the resource Handbook, which is kept by the EM Director.

VI. AUTHORITY & REFERENCES

- A. Authority: See Section VII, A. of the Base Plan.
- B. References: See Section VII, B. of the Base Plan.

VII. PLAN MAINTENANCE AND DISTRIBUTION

- A. Responsibility for maintaining and updating this annex belongs to the Public Information Officer.
- B. The PIO annex officer will review and update this annex annually. See the Base Plan. Changes and, or revisions will be distributed as outlined in the Base Plan.

- C. Exercise this annex in accordance with FEMA CPG 1-3, in conjunction with the base plan and other annexes.

VIII. GLOSSARY OF TERMS AND ACRONYMS

See Base Plan

ATTACHMENTS

**ANNEX D – ATTACHMENT 1
MEDIA RESOURCES**

RADIO STATIONS serving Clovis, Curry County and the surrounding area:

City	Station	Paging	Telephone	EAS Designation
Clovis	KWKA	502	575-762-4411	
Clovis	KTQM	502	575-762-4412	LP-2
ENMU-Portales	KENW	89.5 FM	1-800-432-2361 575-562-2112	
Clovis	KCLV	99.1 FM/502	575-763-4401	
Portales	KSEL	95.3 FM	575-359-1759	
Portales	KSEL	1450 AM	575-359-1759	
Clovis	KSMX	107.5 FM	575-359-1759	
Clovis	KICA	98.3 FM/502	575-762-6200	
Clovis	KKYC	102.3 FM/502	575-762-6200	
Clovis	KMUL	103.1	575-762-6200	
Clovis	KICA	980 AM/502	575-762-6200	
Farwell	KIJN		806-481-3318	
Amarillo		94.7 FM	806-355-1044	Tejano FM
Clovis	KRMQ	101.5 FM	575-742-1015	
CAFB PA			575-784-4131	

TV STATIONS serving Clovis/Curry County:

City	Station	Channel	Telephone
ENMU-Portales	KENW	PBS 3	575-562-2112
Roswell	KOBR	NBC 14	575-625-8888
Roswell	KBIM	CBS 49	575-622-2120
Amarillo	KVII	ABC 7	806-373-1787
Amarillo	KAMR	NBC 4	806-383-3321
Amarillo	KFDA	CBS 10	806-383-1010

NEWSPAPERS serving Clovis/Curry County:

City	Publication	Frequency	Telephone
Clovis, Ft Sumner, Portales	Eastern New Mexico News	Sunday and Wednesday	575-763-3431
Clovis/CAFB	Cannon Connection	Weekly (Friday)	575-763-3431
Farwell	State Line Tribune	Weekly (Thursday)	806-481-3681

The Albuquerque Journal, The Amarillo Daily News and The Lubbock Avalanche-Journal are widely available in Curry County.

ANNEX E – LAW ENFORCEMENT

I. MISSION

To ensure enforcement of state, county, and community laws and ordinances and to assist in dissemination of warnings, in accordance with the local warning plan during natural, man-caused or emergency related disaster situations.

II. SITUATIONS AND ASSUMPTIONS

A. SITUATIONS

- i. In Curry County, there are five law enforcement (LE) agencies. They include Clovis, Melrose, Texico, Curry County Sheriff's Office and the New Mexico State Police. These agencies will expand their operations through the use of mutual aid agreements (MAA) with agencies from surrounding counties. The Clovis Police Department operates on a 24 hour basis. The Curry County Sheriff's Office and the New Mexico State Police are not available on a 24 hour basis, but can be called out to respond.
- ii. The Clovis Police Department (CPD) operates the Clovis Police Department Communication Section (CPDCS) for LE, fire and EMS. In addition they dispatch for the Sheriff's Office between 17:00 hours and 08:00 hours (5:00 PM and 8:00 AM) on weekdays, weekends and holidays.

B. ASSUMPTIONS

- i. LE officers are usually the first to be notified of and respond to a disaster.
- ii. LE will immediately inform the City/County Office of Emergency Management (OEM) of any potential or actual disaster likely to exceed local response capability. The senior LE Officer on duty has the authority to activate the EOC (See Annex A, section C, paragraph IV).
- iii. LE is a highly visible symbol of authority and will initially assume direction and control at a disaster scene until properly relieved or reassigned by the Incident Commander.
- iv. LE operations under disaster/emergency related conditions will be essentially the same as during peacetime.
- v. All search and rescue operations will be initiated and coordinated through the New Mexico State Police.

III. CONCEPT OF OPERATIONS

- A.** All LE agencies within the county will maintain procedures for recall notification of personnel, including reserves if applicable, in the event of a natural, technological or manmade disaster.
- B.** When the EOC is activated a representative of LE (police department or Sheriff's Office) from the affected jurisdiction will report to the EOC to assist decision makers in the coordination of response efforts.
- C.** Field units will provide essential information regarding casualties, damage, need for evacuation, etc., to dispatch or Command Post for relay to the EOC.
- D.** Crowd control is critical since the scene of a disaster usually attracts sightseers. LE will establish a perimeter around the affected scene and admit only authorized and essential personnel, such as ambulances, utility repair crews, local residents, etc.). If a prolonged disaster occurs, control of the disaster scene should be regulated through the use of security devices, such as ID cards, SSN, or an access control list.
- E.** LE agencies shall take the necessary precautions to protect vital records. Records should be stored in a vault, safe or in extreme cases removed to a safe location.
- F.** LE personnel will support cleanup, debris removal, and recovery operations by maintaining on scene security and by limiting access to the disaster scene. LE, assisted by Fire and EMS, is responsible for Urban Search and Rescue.
- G.** During disaster evacuations, LE personnel will establish traffic control and assist evacuees in the relocation process. When necessary, they will be responsible for selecting evacuation routes.
- H.** The LE Coordinator, through local elected officials, will coordinate for mutual assistance agreements with adjoining cities and counties.
- I.** LE will, through the use of mutual aid agreements, volunteers, and volunteer auxiliary police, other city staff, etc., provide security at reception centers, shelter and feeding facilities and triage areas. In addition, they will provide personnel to assist in the warning and evacuation functions. LE personnel who take cover in shelters will make themselves available to the shelter manager to assist in maintaining order.
- J.** If local LE resources and personnel are insufficient to cope with a disaster, assistance may be requested through the use of mutual aid agreements. If State and Federal assistance such as, National Guard, State Police, etc., is required it may be obtained through the NMDHSEM EOC Watch Officer (24 hrs) at 505-476-9635

- K. Every effort will be made to maintain at least one common radio frequency linking all LE agencies in Curry County, VHF National Interoperability Channels VHF High Band VTAC 11,12,or 13. In addition, LE shall maintain one radio net with the State Police.

IV. ORGANIZATION AND RESPONSIBILITIES

- A. Clovis/Curry County emergency LE coordinator is appointed by the LE Department Head. Coordinator will appoint assistants as required.
- B. **Mutual Aid Agreements and SOP's:** Incorporated communities having their own LE organization, will be represented in the overall Curry County organization. Each LE jurisdiction will prepare and maintain SOP's, operating instructions, MAA's, etc. A copy of each MAA, SOP etc. must be furnished to the Emergency Management Director and referenced at the end of this annex.
- C. When the EOC is activated, LE will be responsible for security of the facility.
- D. The senior LE officer at a disaster scene will coordinate the actions of local response agencies in coping with the disaster. They will also establish a chain of command to integrate and manage LE personnel responding from other jurisdictions.
- E. In a HazMat incident, the State Police Emergency Response Officer (ERO) will assume control of the response activity under the incident command system (ICS) and coordinate additional resources if necessary. This raises the liability to the State level for incidents where the owner is unknown. In cases where the owner is known, they will be held responsible for providing expertise and assistance in the containment and clean-up.
- F. The security of public and private property at the disaster scene including evacuated areas will be coordinated by LE.
- G. If a disaster affects the Curry County Adult and/or Juvenile Detention Centers, the Jail Administrator will coordinate with the State Police, Sheriff and Clovis Police Department to assist in relocation of prisoners to other facilities.
- H. Major disasters leading to evacuation will probably call for large-scale traffic control. LE will coordinate with the Evacuation Coordinator to provide assistance as called for in Evacuation Annex N.
- I. LE units may relay warnings concerning tornadoes, flash floods, HazMat incidents, disaster/emergency related emergencies, etc., to areas not served by fixed audible warning devices or when power is lost. Warnings may be accomplished by means of car sirens, car P.A. systems, portable loudspeakers.

V. ADMINISTRATION AND LOGISTICS

- A. Each LE agency will implement an extended work relief schedule in order to provide personnel with sufficient rest while maintaining response capability.
- B. Each LE agency will provide field logistical support to their personnel. This may include coordination with agencies such as the Red Cross, Salvation Army, and Public Works for support of food, water, fuel, communications, emergency power, and fixed/portable facilities.

VI. AUTHORITY AND REFERENCES

- A. Authority See Base Plan, Section VI, A.
- B. References See Base Plan, Section VI, B.

VII. PLAN MAINTENANCE AND DISTRIBUTION

The LE Coordinator is responsible for maintenance of this annex. Annex will be reviewed and updated annually and amendments will be distributed in accordance with the Base Plan, Section VIII.

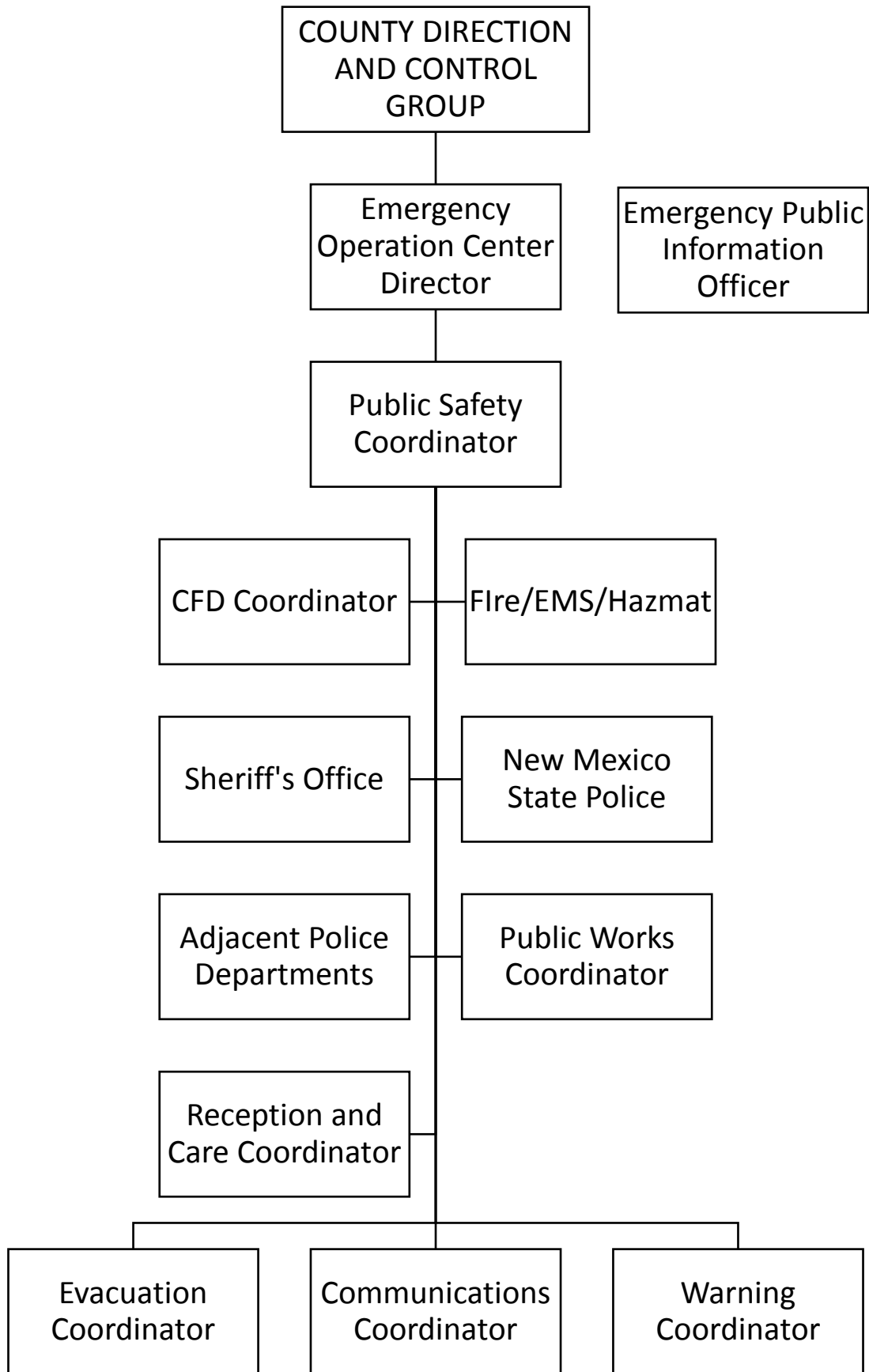
VIII. GLOSSARY OF TERMS AND ACRONYMS

See Base Plan

Attachment 1

STANDARD OPERATING PROCEDURES (maintained by LE)

LAW ENFORCEMENT ORGANIZATIONAL CHART



ANNEX F – FIRE AND EMERGENCY MEDICAL SERVICES

I. MISSION

To provide fire and EMS protection to Curry County citizens during any emergency or disaster situation.

II. SITUATIONS AND ASSUMPTIONS

A. SITUATIONS

- i. In Curry County there are six fire departments: Clovis, Texico, Melrose, Grady, Field, and House, plus two county fire departments located in the communities of Broadview and Pleasant Hill. Personnel with these fire departments have received training in fire and rescue operations. Many are also trained EMT's.
- ii. The senior fire official in each jurisdiction will be tasked to implement this plan and the requirement as it pertains to SARA Title III, Community Right-to-Know Act. The Fire and EMS Coordinator will work with the owners and operators of facilities having hazardous materials in implementing this plan.
- iii. Residents located away from living centers are served by the above mentioned fire departments who will respond within the county as required. The Clovis Fire Department has primary responsibility for Advanced Life Support activity throughout the county.
- iv. If the President of the United States implements relocation of populations away from high risk areas, Quay and Roosevelt counties will receive approximately 45,000 persons from Curry County.

B. ASSUMPTIONS

- i. Incorporated towns' fire departments shall respond to a disaster or HazMat incident anywhere in Curry County or contiguous counties upon request by appropriate authority.
- ii. The New Mexico Forestry Division will be a supporting agency protecting against widespread range fires in Curry County.
- iii. Clovis Police Department Communication Section (CPDCS) will be the primary means of contact and communications. The County Fire Radio Net with three operational repeater sites for dispatching. Tactical communications will be conducted IAW the **National Interoperability Field Operations Guide** Fire Mutual Aid "V" channels on VHF High Band.

State Fire net may also be utilized to facilitate fire ground communications between assisting agencies.

- iv. In a major disaster, fire-fighting and EMS assistance from state and/or federal resources will be coordinated through the NM Department of Homeland Security & Emergency Management (NMDHSEM) by the Clovis/Curry County EOC.
- v. Local Fire Department personnel will assist in HazMat incidents. Under the Incident Command System (ICS) in New Mexico, a State Police Emergency Response Officer (ERO) assumes control of HazMat incidents to coordinate needed resources. The Fire Department will maintain control of its personnel, but on-scene officials will report through the ERO.
- vi. Owner and/or shipper of hazardous materials are responsible for providing expertise, assistance, and reimbursement of costs incurred in the containment and cleanup of HazMat accidents.
- vii. Human caused disasters, such as a HazMat incident, may suddenly occur precluding residents from evacuating. In these instances, HazMat responders may decide it is safer to have resident's shelter-in-place rather than evacuate an area. Such a situation will be based on careful evaluation of the factors involved. Items to come under consideration include nature of the incident, type of chemical spilled, weather conditions, potential threats, remaining toxic effects, etc.

III. CONCEPT OF OPERATIONS

- A. Fire and EMS shall maintain procedures for notification and recall of personnel to pre-designated staging areas in event of an emergency or disaster situation.
- B. On-scene command shall maintain contact with the EOC to provide coordinated response and rescue during an emergency or disaster.
- C. A senior fire official from each affected jurisdiction shall report to the IC/EOC during a major emergency to assist decision makers and coordinate fire and rescue operations. This official shall also alert all emergency services to the dangers associated with HazMat incidents and fire during emergency operations.
- D. Field units furnish on-scene information on casualties, damage, exposure levels, and status of rescue operations and furnish information to appropriate fire dispatch/control centers for relay to EOC for plotting, analysis, and reporting.
- E. Each department shall coordinate training of fire and EMS personnel. Training will include decontamination of personnel, equipment, and facilities exposed to hazardous materials.

- F. In a radiological environment, fire supervisory personnel shall ensure dosimeters are read regularly and maintain dose records for their on-scene personnel. Personnel shall use their equipment to wash down and decontaminate their response personnel, equipment, supplies, and instruments. In addition they shall use their equipment to provide decontamination of non-fire personnel, vehicles, and equipment as needed. (Decontamination information is in Annex H of this plan.)
- G. During transport of patients, Fire and EMS units shall maintain communications with hospitals and other medical care facilities.
- H. Fire and EMS personnel shall assist in evacuation by helping or evacuating those who are disabled, elderly, or otherwise needing assistance.
- I. Continuity of Government: Each agency or department shall establish procedures for the protection of essential departmental records. Options may include storage in a vault or safe or relocation to a central repository.
- J. Each jurisdiction's senior fire official shall develop SOP's in accordance with SARA Title III, Community Right-to-Know Act requirements, thus, ensuring that hazardous material releases and the probable affected area and populations are dealt with effectively and efficiently. The Fire and EMS Coordinator shall coordinate these efforts. The SOP's must include provisions for warning and evacuation. A description of the community and industry emergency equipment and facilities available for use and the identity of persons responsible for them must be included and kept current.
 - i. SOP's shall include specific methods for determining that a release of extremely hazardous substances has occurred. After warning, responders must be aware that safety is the FIRST priority. These or similar questions must be answered:
 - a. Are warning labels/placards visible, (DANGEROUS, FLAMMABLE GAS, EXPLOSIVES, POISON)?
 - b. Are strong vapors, colored smoke, or leaking containers present?
 - c. Are nearby people or animals dizzy or passing out?
 - d. Fire or potential for fire/explosion (flames or liquids near hot engine or electric wires)?
 - e. Has State Police been notified?
 - ii. Some hazardous materials are colorless and odorless. There may be danger of sudden fire or explosion as well as contamination. An accident

may pose such a high degree of hazard that the only safe course is to STAY AWAY, and wait until the experts arrive.

- iii. The area and population likely to be affected must be determined. Another series of questions will help dispatchers determine this:
 - a. Incident location (address/nearest milepost).
 - b. Time of incident.
 - c. Incident source, such as truck, train, warehouses, drum, pipeline, etc.
 - d. Type of material involved (generic name if possible, placard number, etc.).
 - e. License plate number of vehicle.
 - f. Name of manufacturer or shipper.
 - g. Amount of material involved (i.e. 3, 55 gallon drums, 2,500 gallons, etc.).
 - h. Current conditions of substance (leaks, fires, fumes, plumes, etc.).
 - i. Type of assistance needed (injuries, fires).
 - j. Actions anticipated or in progress.
 - k. Weather conditions.
 - l. Terrain.
 - m. Population or livestock in the area.
 - n. Adjacent streams, lakes, sewers, etc.
 - o. Name, location and phone number of caller and who will be the on-scene contact.
 - iv. These and the questions above may be added to the Initial Disaster Response Checklist in the Base Plan. Dispatchers must exercise those or similar SOP checklists to ensure getting all essential data as soon as possible.
- K.** Fire personnel shall use their equipment to wash down areas, to dilute contamination, remove debris, etc.

- L. HazMat responders shall be familiar with the New Mexico Hazardous Materials Emergency Response Plan and Procedures Manual.

IV. ORGANIZATION AND RESPONSIBILITIES

- A. Fire and EMS shall maintain a resource inventory of support personnel, supplies and equipment, within the public and private sectors that would be useful during periods of disaster.
- B. Each jurisdiction's Fire Chief shall prepare SOP's to ensure their departments are in compliance with this plan and the requirements of SARA Title III, Community Right-to-Know Act as stated in paragraph III, J, above. SOP's will be maintained with each department.
- C. The Fire Chief will appoint a person as Fire/EMS Coordinator for emergency operations. During EOC activation, the Fire and EMS Coordinator, in concert with the senior fire and EMS official on duty, will allocate equipment and personnel to the location(s) of greatest need.
- D. The senior fire official at a disaster scene coordinates the actions of local agencies under the ICS system to cope with the disaster. They will also establish a chain of command to integrate fire and EMS resources from other jurisdictions. The State Police ERO responsibilities during HazMat accidents are listed in Section III, C above. If the incident is beyond local capabilities, the EOC will coordinate additional resources at the request of the on scene Incident Commander.
- E. Mutual Aid Agreements (MAA). To maximize support available in a localized emergency, the Fire and EMS Coordinator will establish MAA's with surrounding jurisdictions. A copy of each MAA must be furnished to the Emergency Management Director.
- F. When staffing permits, Fire service personnel may inspect all shelter facilities prior to evacuee occupancy, ensuring available fire personnel and equipment is available at activated shelters.
- G. Individual fire departments shall support their own community but must stand prepared to work with other jurisdictions to cope with disasters. EOC Policy Group will establish priorities for deployment of resources.
- H. Fire and EMS personnel are trained in rescue operations and may be used to assist in non-fire and EMS related rescue missions when requested by competent authority.
- I. Fire service personnel advise decision makers and emergency support personnel of specific hazards and dangers associated with HazMat and fire incidents during

emergency operations. They will determine the best means to mitigate or neutralize most chemical spills.

- J. Fire service personnel will assist in public warning, urban search and rescue, and evacuation when not engaged in fire suppression or related operations.
- K. Fire and EMS personnel responding from other jurisdictions, will be integrated under the Incident Command System with the local jurisdiction (where the disaster occurs) maintaining responsibility. For both HazMat incidents and Rescue Operations, the State Police Emergency Response Officer (ERO) will be the Incident Commander. Federal urban search and rescue personnel will also fall under this system if called upon for assistance.
- L. Coordinate training of fire/EMS personnel to establish capability to decontaminate personnel, equipment, and facilities exposed to hazardous materials, including radiological exposures.

V. ADMINISTRATION AND LOGISTICS

- A. The Curry County Manager, Clovis City Manager, as well as senior elected officials of various communities within Curry County, are available to assist the Fire/EMS Coordinator in administrative matters.
- B. Planning through the use of SOP's is necessary to provide field logistical support to departmental and station personnel. This includes: water, food, fuel, communications, and emergency power to fixed facilities. Fire Department staff shall implement a work schedule to provide personnel with sufficient rest while maintaining operational capability.
- C. Fire response personnel shall be provided appropriate protective respiratory devices, clothing, equipment, and antidotes to perform assigned tasks in hazardous radiological and/or chemical environments. This includes detection devices for safety and reporting purposes.

VI. AUTHORITY AND REFERENCES

- A. Authority See Base Plan, Section VII, A.
- B. References See Base Plan, Section VII, B.

VII. PLAN MAINTENANCE AND DISTRIBUTION

The Fire and EMS Coordinator is responsible for maintenance of this annex. Annex shall be reviewed and updated annually and amendments will be distributed in accordance with the Base Plan, Section VII.

ATTACHMENTS

Attachment 3 HazMat Plan

STANDARD OPERATING PROCEDURES

A copy of all SOPs relating to this annex shall be maintained on file in the fire department.

A copy of Mutual Aid Agreements between Fire and EMS and the following: Cannon Air Force Base, Portales, Texico, Melrose, Grady, House, Curry County, Broadview, Pleasant Hill, Forrest, Jordan, and Field will be maintained on file in the Clovis Fire Department, the EOC, and is available on the shared drive.

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ANNEX F - ATTACHMENT 1
LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) PLAN REQUIREMENTS

I. GENERAL

The National Response Team lists nine requirements in SARA Title III, Community Right-to-Know Act, for a Local Emergency Planning Committee (LEPC) plan. These are outlined in NRT-1A, Criteria for Review of Hazardous Materials Plans, Section 303 (c), (1), as follows:

- A.** Identification of facilities subject to the requirements of this subtitle that are within the emergency planning district. Identification of routes likely to be used for the transportation of substances on the list of extremely hazardous substances referred to in Section 302(a). Identification of additional facilities contributing or subject to additional risk due to their proximity to facilities are subject to the requirements of this subtitle. These may include hospitals, natural gas facilities, etc.
- B.** Methods and procedures that must be followed by facility owners/operators and local emergency and medical personnel in response to any release of such substances.
- C.** Designation of a community emergency coordinator (Clovis/Curry County Emergency Management Director (EMD)) and facility emergency coordinators who shall make determinations necessary to implement the plan.
- D.** Procedures providing reliable, effective, and timely notification by the facility emergency coordinators and the community emergency coordinator to persons designated in the emergency plan and to the public that a release has occurred. This must be done consistent with the emergency notification requirements of Section 304.
- E.** Methods must be included in the plan for determining the occurrence of a release and the area or population likely to be affected by such release.
- F.** Identify and describe emergency equipment and facilities in the community and at each facility in the community, subject to the requirements of this subtitle and identify the persons responsible for such equipment and facilities.
- G.** Evacuation plans, including provisions for a precautionary evacuation and alternate traffic routes.
- H.** Training programs, including schedules for training of local emergency response and medical personnel.
- I.** Methods and schedules for exercising the emergency plan.

II. OPERATIONS

The following sections relate directly to those above.

- A.** Submission of Safety Data Sheets (SDS) to the New Mexico Homeland Security and Emergency Management HazMat Coordinator, including the lists of the facilities, materials involved, transportation routes and nearby facilities at risk. Copies of facility SDS's are also provided to the Clovis Fire Department.

The LEPC is responsible for assisting in identification of facilities (if any exist in the county), their inventories of extremely hazardous materials and their capabilities for handling accidents involving them.

Current copies of individual facility Standard Operating Procedures (SOP) (if any) should be attached to the Emergency Management Director's copy of this EOP. The Fire and EMS Coordinator must also have copies.

- B.** Owners and operators of facilities that have extremely hazardous materials on hand are required to have methods and procedures developed to handle accidents.

Local emergency and medical personnel must also be familiar with these procedures. To validate procedures, exercises must be planned and conducted with both facility and jurisdiction response personnel on a recurring basis. The LEPC should always be involved in these exercises.

- C.** The Emergency Management Director must know and work closely with facility emergency coordinators. Procedures for activation of this EOP to assist facilities in the event of a release must be in place and exercised. Written agreements should be a part of this plan.
- D.** The Emergency Management Director and facility counterparts will develop call down rosters. They may be based on positions as well as specific names, to ensure reliable, effective and timely notification of key response personnel when a release has occurred.

Notification of the public will also be covered effectively. Exercises will test adequacy of notification. Procedures must cover loss of telephone capability, non-English speaking people, manpower for door-to-door warning and adequacy of Emergency Alert System radio messages.

- E.** Facility owners and operators are responsible for maintaining the capability to detect the occurrence of a release. The ability to quickly model and track the plume of a release is also essential if the population in the path of the release is to be notified and evacuated.

- F.** An accurate inventory of local emergency equipment will be maintained by Clovis Fire Department. The specific person responsible for the equipment and at least one alternate will be identified along with means for 24-hour contact.
- G.** Evacuation plans, populations in areas around HazMat facilities, and transportation routes with extremely hazardous materials will be a part of the evacuation annex to this plan and to facility plans. The Emergency Management Director and the LEPC will ensure that the plans meet local requirements.
- H.** All jurisdictions that are part of the State of New Mexico Intrastate Mutual Aid System (IMAS) are required to exercise this EOP (including HazMat response) on a regular basis. SARA Title III, Community Right-to-Know Act requires constant review of the LEPC plan.

III. ADMINISTRATION

The Regional Response Team may review and comment upon the preparation, implementation, exercise, or other issues related to the plan, if requested by the LEPC. This must be accomplished in accordance with Section 303 (g), of the SARA Title III Act. This review is viewed by the National Response Team to be a form of technical assistance to the LEPC and State Emergency Response Commission (SERC) and is not to be considered approval of the plan.

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ANNEX F – ATTACHMENT 2
Clovis/Curry County
HAZARDOUS MATERIALS RESPONSE

PRIMARY AGENCY: Hazardous Materials Team
New Mexico State Police

SUPPORT AGENCIES: Law Enforcement
County/City, EMS
Emergency Operations Center
Environmental Protection Agency (EPA)
Environment Department
Other Federal/State Departments as necessary
Contract Technical/Clean up Support as necessary

I. Overall Hazardous Materials Response Plan Priorities

The following priorities are listed in order of importance. Whenever demands for emergency resources conflict, the operational demand that is highest on this list will prevail.

Save Lives

1. Provide safety/support for responders.
2. Save human lives.
3. Treat the injured.
4. Warn the public to avoid further casualties.
5. Evacuate people from the effects of the emergency.
6. Shelter and care for those evacuated.
7. Save animals.

Protect Property

8. Save property from destruction.
9. Take action to prevent further loss.
10. Provide security for property, especially in evacuated areas.

Restore the Community

11. Restore essential utilities.
12. Restore community infrastructure (such as roads)
13. Help restore economic basis of the community.
14. Mitigate against future disasters.

II. How Clovis/Curry County will respond to Emergencies.

This Appendix provides guidance for Local Response to a potential or actual hazardous materials incident or exercise. It outlines an organized response of local/Tribal governments (multi-jurisdictional hazardous material response system) and integrates that response with state government through the New Mexico State Police using the following:

- A. NIMS is a National Incident Management System that includes using the Incident Command System as a structured organizational structure used to command, control and coordinate resources and personnel who respond to the scene of an emergency.
- B. The State Governor, by Executive Order, has mandated the use of ICS in New Mexico. **City of Clovis Resolution number 2316-2006** and **Curry County Resolution 2006-07** designate the use of the National Incident Management System (NIMS) as the basis for all incident management in both the City of Clovis and Curry County. For all types of Hazardous Materials Response, State Statutes mandate that a New Mexico State Police Emergency Response Officer (ERO) must respond and take charge of the situation as Incident Commander.
- C. This information augments the information contained in the All-Hazard Emergency Operations Plan (EOP). This Appendix applies to hazardous materials incidents or accidents. It builds upon the process and structure of Standard Operating Guidelines of the departments by addressing unique policies, situations, operating concepts, responsibilities and funding guidelines required for cleanup and/or recovery.

III. Scope of Operations

This summary shows how the City of Clovis/Curry County will deal with emergencies. The key to a successful response during the emergency depends on the following:

- A. Training in ICS (NIMS) for Responders.
- B. Training in support coordination at the EOC.
- C. Training in Emergency Management Courses.
- D. Training in Hazardous Materials Awareness and WMD Awareness.
- E. Training the Multi-Jurisdictional Hazardous Material Response Team.
- F. Evaluating response capability through Exercises and response to actual events.
- G. Providing an After Action/Corrective Action Report.

- H. Updating plans, policies, procedures and other actions as needed.
- I. Maintaining the active **Local Emergency Planning Committee**, that will take the lead in identifying hazardous materials and threats to the community and providing the forum in which all government representatives, emergency managers, emergency response departments, business, industry and other members of the community may develop, refine, integrate and maintain emergency plans, develop appropriate environmental hazard response, train, exercise and make recommendations as needed to elected bodies in the best interests of the community. Information on the City of Clovis/Curry County LEPC can be found at <http://www.cityofclovis.org/oem>.
- i. The LEPC identifies facilities subject to the requirements of SARA Title III, Section 302, that are within the emergency-planning district. This information is provided to the New Mexico Department of Homeland Security and Emergency Management (NMDHSEM).
 - ii. The facilities with reportable amounts of hazardous material must report annually and provide a copy of their Tier II or Material Safety Data Sheets (MSDS) annual reports to the LEPC, the closest Fire Department and to the State Emergency Response Commission. The Facility Emergency Operations Plan will include a list of equipment and responsible staff. This information is available through the NMDHSEM.
 - iii. The LEPC identifies routes likely to be used for the transportation of substances on the list of extremely hazardous substances referred to in SARA Title III, Section 302(a). Transportation route maps and Pipeline maps are found at the Curry County Office of Emergency Management.
 - iv. Facilities subject to additional risk due to their proximity to storage, transportation, or use of hazardous materials subject to the requirements of SARA Title III, Section 302, such as hospitals and nursing homes, are identified and on a computer data base called CAMEO, which is available to emergency response agencies in their command trailers and in the Emergency Operations Center. The Incident Commander will use this information to access risk to the vulnerable populations and facilities. This information is available through the NMOEM.
 - v. Facilities contributing additional risk due to their proximity to facilities subject to the requirements of SARA Title III, Section 302, such as natural gas pipelines are also identified. This information is available through the NMDHSEM.
 - vi. Facility owners and operators must maintain and provide a facility Emergency Operations plan and site map showing the location of

hazardous materials. They must identify facility emergency coordinators who shall make determinations necessary to implement their plan. They will identify any HazMat or emergency response equipment available at their facilities and will provide the name and contact information of the responsible person. They must develop their own policies, procedures, training and other mandated actions to stay in compliance with SARA Title III, which also requires membership in the LEPC. This partnership of facility emergency coordinators and community emergency responders help to integrate facility plans with response plans of the communities. This information is available through the NMDHSEM.

- vii.** The facility owner in most cases determines a hazardous substance release. The facility owner must notify the Hazardous Materials Team closest to their facility, New Mexico State Police, State Environmental Department, Environmental Protection Agency, appropriate Emergency Management Department/Chief Elected Official, State Emergency Response Commission and all other notifications as required by mandates of SARA Title III for Release of a Substance.
- viii.** The State's Hazardous Material Emergency Response Plan (HMEP) shall be used as the primary Hazardous Material Response Guide.
- ix.** In some situations, someone other than a facility owner or emergency manager may report a hazardous materials release "or" unknown substance. The call taker should take all the information and immediately notify the New Mexico State Police and Hazardous Materials team to investigate the situation. The New Mexico State Police Emergency Response Officer will determine if a release has occurred. Every emergency response must be considered a hazardous materials release response until proven otherwise. If someone other than a facility owner or emergency manager reports a hazardous materials release or unknown substance. 9-1-1 Emergency dispatch should still be notified and other notifications followed per Table 2 on the following pages.
- x.** Responding local emergency and medical personnel are staffed and trained to respond to a hazardous materials release and are responsible for maintaining and adhering to current SOPs, and checklists required for hazardous materials response.

J. Typical Sequence of Emergency Activities:

- A responder (may be a citizen or emergency responder) calls 9-1-1 to report the problem.
- The Dispatcher notifies New Mexico State Police and Hazardous Materials Response Team.

- The first emergency response agency personnel on the scene estimate the level, notify City of Clovis Dispatch of scene assessment, and establish Incident Command. Dispatch makes notifications.
- Prior to mobilization, the Incident Commander(s), who normally include New Mexico State Police, Fire and Rescue Chief, Law Enforcement and other necessary person (such as Emergency Medical Response), will meet to determine what the County's (or other jurisdiction) response will be to the current threat. Incident Command mobilizes resources as necessary.
- The jurisdiction's officials or emergency manager will be notified, which will set into motion the coordination of additional resources or emergency actions as deemed necessary to save lives and protect property.
- A Vulnerability Assessment included in the Resource Handbook will be used to determine areas of population likely to be affected by a hazardous materials release.
- Typical sequence of emergency activities includes three major phases of emergency management: Mobilization, Response, and Recovery.

The following chart describes typical scene response activities and EOC coordination activities during each phase.

TYPICAL SEQUENCE OF EMERGENCY ACTIVITIES

Phase	Scene Response	Emergency Operations Center Response
Mobilization	<ul style="list-style-type: none"> • Initial responders and reinforcements arrive at the scene. • Incident Commander (IC) assumes command. • After size up, State Police Headquarters and EOC Duty Officer is notified. • Emergency Manager or County Official (EOC Director) is notified, if deemed necessary. 	<ul style="list-style-type: none"> • The Emergency Manager notifies the CEO. • Population protection and requests from Incident Commander are considered. • SAT Team decides if EOC activation is required. EOC Director may activate the EOC, establish communications, issue warnings and activate the American Red Cross and other EOC Staff. Coordinators arrive at the EOC and take action. • Initial damage assessment begins, including identifying vulnerable populations such as hospitals, schools, nursing homes and areas where large numbers of people can be found.
Response	<ul style="list-style-type: none"> • ICS at the scene is established and required Hazardous Material notifications completed. • Risk to emergency responders and population is factored into operations plan. • Responders stabilize incident. 	<ul style="list-style-type: none"> • Coordinators fulfill resource requests from the EOC/ICP. • Coordinators anticipate problems, plan and direct plan implementation. • Shelter in Place or Evacuation Order is considered or initiated if needed. Proposed Mass Care Facilities are upwind or out of range of the threat. • Recovery plan is initiated.

	<ul style="list-style-type: none"> • Force labor & equipment records are developed. 	
Recovery	<ul style="list-style-type: none"> • Recovery agencies more active. • Response agencies finish operations, shut down and restock resources and supplies 	<ul style="list-style-type: none"> • Coordinators complete damage assessments and reports. • Cost recovery procedures initiated.

IV. Emergency Action Levels

Action levels provide a shorthand method for mobilizing emergency response forces. A responder to an emergency scene estimates the level and notifies the emergency management system. The chart below represents typical emergency action for each Level:

TABLE 1: EMERGENCY ACTION LEVELS

Level	Typical Emergency Action
Level 1	ICS directs and controls the emergency response forces at an incident site. An Incident Command Post (ICP) and staging area are established. The Incident Commander (IC) is able to control the emergency without any additional assistance from the EOC. This level may be used as a monitoring level for an event before formal EOC activation.
Level 2	The IC exhausts available local resources. The EOC is activated to request and coordinate regional resources. Some evacuation may be necessary.
Level 3	Response and management resources from the state may be needed to assist local and regional responses. Local area evacuation and mass care activities characterize this level. EOC's at state, local and tribal levels are coordinating resources.
Level 4	This is the worst case scenario for a disaster. All local, regional, state and federal response and management resources are needed to handle the disaster. Wide area evacuation and mass care activities characterize this level. EOC's at all government levels are coordinating resources.

- V. The chart below provides a shorthand method for estimating the overall level of emergency action and response requirements for each level.

TABLE 2: DETERMINING APPROPRIATE RESPONSE ACTIONS

	Level 1	Level 2	Level 3	Level 4
Scope of Emergency	Specific location or EOC standby	Local area affected	Wide area disaster	Wide area disaster
Resources Needed	Local	Regional/Local	State	Federal
Example	Serious fire or accident; multi-agency response needed	Loss of telephones, multi-agency response, hazardous chemical release	Wind damage, flash floods, prolonged utilities loss	Earthquake, dam failure, nuclear attack, terrorist attack, bio-terrorism
Hazardous Materials	Small spills, leaks, or fires that can be managed with normal day-to-day resources or managed locally	Hazardous Chemicals that require the use of any kind of specialized protective equipment beyond use of SCBA and/or Structural Fire fighters Protective Clothing (SFPC), special tools or technical knowledge, equipment or skills beyond the normal scope of a first responder.		
Jurisdictions	One	One or Two	Two or More	Two or More
Shelter in Place	No	Possible (limited)	Yes (local area)	Yes (wide area)
Evacuation	No	Possible (limited)	Yes (local area)	Yes (wide area)
Multiple Sites	No	Possible	Yes	Yes
Mass Care	No	Possible	Yes	Yes
Local EOC Activated	No	Yes	Yes	Yes
Local Warnings	No	Yes	Yes	Yes
State EOC Activated	No	No	Yes	Yes
Federal EOC Activated	No	No	No	Yes

VI. Resources

In an emergency, the type of resources needed should be determined. Records of available resources are located in the Resource Handbook. All resources responding to the scene should be directed to the appropriate staging area. Incident Command and the Emergency Operations Staff in each functional area should coordinate and track resources and force labor, equipment and other expenses for possible disaster reimbursement(s). Responders and EOC personnel can also refer to the City of Clovis Fire Department Hazardous Materials Response Book, located at the Clovis Fire Chief's Office.

Depending on the size and type of incident, the Incident Commander through the EOC Director (if EOC is activated) usually orders resources. Common resources required for hazardous material response include:

- A. Hazardous Material Team – Clovis Fire Department and State Police
- B. Fire (Local, County)
- C. Public Works (coordinates Trucks/Sand/Absorbents-Local, Tribal, State, Contract)
- D. Fuel (responsible jurisdiction)
- E. Food (American Red Cross and Baptist Disaster Relief)
- F. Housing/Sheltering (American Red Cross coordinates all shelter in locations and operations, GCDRT)
- G. Utilities (Local water departments, Amateur Radio)
- H. Law Enforcement (responsible jurisdiction's law enforcement coordinates evacuation, scene security, local/tribal resources along with NMSP who coordinates Hazardous Material response and State resources, such as the Highway Department)
- I. Health & Medical (coordinates hospital, EMS, public health resources)

A listing of notification numbers and resources, are found in the **Resource Handbook**.

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ANNEX G – PUBLIC WORKS

The Public Works Coordinator will prioritize utilities restoration based on the situation. A list of essential services can be found in the Resource Handbook.

The following facilities have been identified as Critical Infrastructure for priority restoration.

- City of Clovis and Curry County Government Offices
- 911 Communications Center, Police Department, Sheriff's Department, and Fire Stations
- Community public utilities including water and waste water treatment plants
- Plains Regional Medical Center
-

I. MISSION

To utilize Public Works resources to maintain basic public services before, during, and after a Natural or man-made disaster and to manage the overall damage assessment program.

II. SITUATIONS AND ASSUMPTIONS

A. SITUATIONS

- i. Clovis and Curry County are subject to a number of disaster circumstances that could occur locally and would create a need for emergency public services. Among these threats are tornadoes, flooding, wildfire, blizzards, hazardous materials incidents, etc.

B. ASSUMPTIONS

- i. Each Curry County jurisdiction shall appoint a Public Works Coordinator, or equivalent position, for administration of this annex and dealing with disasters.
- ii. All public works equipment and personnel will be available to cope with any anticipated disaster.
- iii. When available, Parks and Recreation and Airport personnel and equipment will be utilized to supplement Public Works.
- iv. County maintenance and/or New Mexico Department of Transportation (NMDOT) crews and equipment may be requested to assist at disaster sites, to include debris clearance, road up-grading and repair, and damage assessment. (Attachment 2, Debris Management Plan)
- v. In addition, if requirements exceed local capacity and additional tasking remains unassigned, private sector resources may be called into service. Must be under approved contract for any disaster work.

- vi. Damage assessment and proper documentation will be a high priority in order for Curry County jurisdictions to be eligible for state or federal assistance in response and recovery operations. Private property damage assessment is computed into a federal declaration that can lead to private assistance (See Attachment 1).
- vii. Curry County communities will comply with The New Mexico Disaster Assistance Program – Local Government Handbook when applying for disaster assistance (See Attachment 1).
- viii. Primary communications will be via the Public Works communications net. Back up communications will be through the amateur radio service. Complete communications are included in the Communications Annex.

III. CONCEPT OF OPERATIONS

- A. The Public Works Director or his designated representative will operate from the EOC during emergencies. Tasks may include coordinating damage limiting actions, assisting in rescue, participating in damage assessment and directing recovery activities.
- B. The Clovis Public Works Director shall appoint an EOC Public Works Coordinator (PWC). The PWC will appoint additional personnel for extended operational periods.
- C. When more than one jurisdiction is affected by a disaster, the County will coordinate the activities and prioritize actions.

IV. ORGANIZATION AND RESPONSIBILITIES

- A. Each municipal Public Works department will develop and maintain a resource list identifying available public and private resources to support, rescue, response, and recovery operations.
- B. Public Works Coordinator (PWC) will coordinate available resources to include and assist in: rescue of disaster victims from wreckage; snow and debris clearance of streets, highways, and private property; repair of roads and culverts. PWC will also conduct damage assessment, assist in urban search and rescue, provide other disaster related assistance as circumstances warrant, and coordinate with the EPCOR for provision of emergency water supply in all scenario situations posed by local hazard analysis.
- C. PWC will coordinate with and assist other Functional Annex Officers in compiling a resource list of available equipment (see Resource Handbook), equipment repairs, materials, supplies, and manpower. Mutual Aid Agreements (MAA) and pre-approved contracts should be established with local contractors, utility

companies, and other vendors, for use of equipment, supplies, maintenance, etc., during emergencies.

- D.** Clovis Public Works will work in cooperation Clovis Building Safety to assess damage following an emergency or disaster within the Clovis City limits. Public Works must ensure that all sources of damage information are available for use in arriving at an accurate estimate of total damages and/or losses (See Attachment1).
- E.** Each municipal Public Works division will give high priority to emergency repair of designated critical facilities and equipment, to ensure on-going command and operations.
- F.** Determine safety of evacuation routes, including rail, highways, and airports.
- G.** As emergency operations wind down, each Building Safety department will assist in setting response and recovery priorities and provide application information for state and federal disaster relief funds in accordance with attachment 2.
- H.** Clovis Public Works will take action to protect water and sewage systems from the effects of hazardous material incidents.
- I.** Coordination for potable water will be through EPCOR if normal water service is interrupted.
- J.** Hazardous structures will be inspected by each Building Safety Department and those designated unsafe will be demolished.
- K.** Portable and field sanitation facilities will be furnished if sewer treatment plants are inoperable. Trash collection and disposal will be a priority function.
- L.** In order to reduce rumors, the public will be kept informed of public works activities through utilization of the EOC Public Information Officer.

V. ADMINISTRATION

- A.** The Curry County Manager and the City Manager will assist the Public Works Coordinator in administrative matters.
- B.** Expenditures for spent resources such as man-hours, equipment, etc., must be documented in accordance with The New Mexico Disaster Assistance Program - Local Government Handbook if assistance will be requested after the disaster.

VI. PLAN DEVELOPMENT AND MAINTENANCE

The Public Works Coordinator is responsible for maintenance of this annex. Annex will be reviewed and updated annually and amendments will be distributed in accordance with the Base Plan.

VII. AUTHORITY AND REFERENCES

A. Authorities: See Base Plan, Section VII, A.

B. References: See Base Plan, Section VII, B.

VIII. GLOSSARY AND ACRONYMS

See Base Plan

ATTACHMENTS

Attachment 1 Damage Assessment

Attachment 2 Debris Management Plan

ANNEX G – ATTACHMENT 1 DAMAGE ASSESSMENT

I. GENERAL

- A. Early and accurate damage assessment is critical to disaster response operations. The EOC staff must be aware when and where to deploy resources, and officials must have accurate data for a disaster declaration that can lead to necessary state and federal assistance. If damages exhaust local resources, that assistance must be requested quickly.

For damage assessment to be effective, the process must begin before a disaster occurs. Officials must be familiar with the **FEMA Disaster Assessment Operations Manual and FEMA 326 Public Assistance-Preliminary Damage Assessment Manual**. Specific responsibilities must be assigned for the collection of accurate data and personnel must be trained and available.

Time must be allocated after the disaster for data collection and analysis, but the job must be completed quickly enough that the assistance is approved before it is too late to be of assistance. The analysis should include a specific breakdown of exactly what assistance is needed to augment local resources.

- B. Preliminary work will greatly accelerate the effectiveness of data collection after a disaster. Much of this data will be available in city and county records.

II. PROCEDURES

A. Mitigation Phase

- i. Curry County and local municipalities will establish damage assessment programs for their respective communities.
- ii. Formally designate Damage Assessment Officers. The Clovis Building Safety Department, Public Works Director, County Road Superintendent, and person charged with maintaining the Public Works Annex are likely candidates.
- iii. Damage assessment officers should attend formal damage assessment training.
- iv. All jurisdictions within the county should develop and enforce adequate building codes.
- v. All jurisdictions within the county should enforce adequate land-use regulations.

- vi. All jurisdictions within the county should participate in a hazard mitigation survey and identify potential hazard zones.
- vii. Jurisdictions should discourage development in hazardous areas.
- viii. Damage assessment officers should identify personnel and resources to assist and support damage assessment activities.

B. Preparedness Phase

- i. Personnel should be selected and trained in damage assessment techniques. Teams should include professional people, for example, engineers, building code inspectors, and utility company representatives. The teams should also include nonprofit organizations such as the American Red Cross and members of trade organizations like construction company associations.
- ii. Support personnel should be trained as damage assessment staff.
- iii. Pre-disaster maps, photos, and other documents should be maintained by each jurisdiction.
- iv. Damage assessment exercises will be conducted as a part of the Emergency Operations Plan (EOP) testing cycle.
- v. Critical facilities that would require priority repairs if damaged during a disaster will be identified.
- vi. Procedures and forms called for in State of New Mexico, Disaster Assistance Program, 2010 that are used for reporting damage to higher levels of government will be reviewed.
- vii. The types of available public and private assistance and procedures for obtaining them will be determined based on the nature of the disaster. Nonprofit organizations, trade organizations and professional people who could provide assistance will be identified.

C. Response Phase

- i. Activate damage assessment staff in EOC.
- ii. Deploy damage assessment teams to disaster locations.
- iii. Designate a local disaster recovery coordinator.
- iv. Collect damage information.

- v. Maintain records of damage reports.
- vi. Compile damage assessment reports.
- vii. Make initial disaster report to appropriate agencies at state and federal levels.
- viii. Determine unsafe facilities.
- ix. Keep public informed about hazardous buildings, roads, drinking water, etc.
- x. Make arrangements to relocate building occupants from hazardous structures.
- xi. Document emergency work performed: Select individual to be jurisdiction's authorized agent in disaster assistance applications to state and federal government. Have the agent request assistance through state, if needed, with documentation. Documentation must be in compliance with current state and federal guidelines.

D. Recovery Phase

- i. Post unsafe and/or unusable buildings, roads, or bridges in places determined by the inspecting official to ensure maximum visibility.
- ii. PWC will advise on establishing priorities for emergency repairs to buildings, roads, or bridges.
- iii. Monitor restoration activities.
- iv. Review building codes and land-use regulations for possible improvement.
- v. Prepare documents for submission to state and federal government. Federal funding will be in accordance with the Federal Disaster Assistance Program - Disaster Response and Recovery (DR&R), and State assistance will be in accordance with current state and federal policies and procedures.
 - a. Review FEMA *Public Assistance Police Digest (FEMA 321)*, *Public Assistance Guide (FEMA 322)*, and *Public Assistance Applicant Handbook (FEMA 323)*, *FEMA Damage Assessment Operations Manual*.
 - b. Attend public assistance briefing.
 - c. Submit Request for Public Assistance (FEMA 90-49).

- d. Prepare maps showing disaster damage locations and document with photographs (and video tapes, if possible).
- e. Sign, and forward the damage survey reports (DSR), FEMA 90-52, and retain a copy.
- f. Follow up with governor's authorized representative to obtain DSR copy after FEMA review.
- g. Submit Insurance Commitment (FEMA 90-44), if required.
- h. Select funding options, if other than small project grants.
- i. Submit project applications (FEMA 90-4).
- j. Submit request for advance or reimbursement (FEMA 90-27).
- k. Submit project listing if small project grant.
- l. Follow eligibility regarding categorical or flexibly funded grant.
- m. Maintain adequate documentation for costs of each project.
- n. Observe FEMA time limitations for project completion.
- o. Request final inspection of completed work or provide appropriate certificates.
- p. Submit final claim for reimbursement.
- q. Assist in required state audit.
- r. For local government assistance after natural disasters, use and comply with The New Mexico Disaster Assistance Program - 2010.
- s. For direct assistance to individuals and families, use the New Mexico Individual and Family Grant Administrative Plan.
- t. For direct assistance for technological hazards, use the New Mexico Hazardous Materials Emergency Response Plan and Procedures Manual.
- u. Consult with governor's authorized representative for assistance.

III. ORGANIZATION AND RESPONSIBILITIES

A. Local Jurisdictions will:

- i. Assemble, develop, and maintain a damage assessment program. The Damage Assessment Officer is a member of the EOC staff. They are responsible for overseeing the training of personnel and coordinating use of all equipment necessary for the damage assessment program, e.g., communications equipment, assigned vehicles, etc.
- ii. Direction and control of the entire damage assessment operation will originate and be coordinated from the EOC.
- iii. Discourage development in hazard/flood zones.
- iv. Develop public information and education programs.

- v. Train personnel in damage assessment techniques.
- vi. Maintain pre-disaster maps, blueprints, photos, and other documents.
- vii. List critical facilities, such as streets, roads, overpasses, etc., requiring priority repairs, if damaged.
- viii. Perform damage assessment activities, as necessary during emergency conditions.
- ix. Identify additional groups that could assist.

B. Public Works and Engineering will:

- i. Maintain and provide maps, blueprints, and other documents relating to sewage lines and other utilities, etc., as required.
- ii. Make a list of critical facilities under the jurisdiction of this department requiring priority repairs, if damaged. Provide technical assistance in planning and operations as required.
- iii. Monitor restoration activities.

C. County Tax Assessor and the City Building Safety Department are responsible for the following:

- i. Maintain pre-disaster maps, blueprints, photos and other documents for structural damage documentation.
- ii. Maintain a list of critical structures requiring priority repairs, if damaged.
- iii. Collect information about structural damage.
- iv. Use damage information to revise property records.
- v. Direct and assist in damage assessment operations, as directed.
- vi. Post public notifications/signs of unsafe and/or unusable building, roads, or bridges.
- vii. Analyze hazardous zones.
- viii. Develop and enforce building codes and land-use regulations.
- ix. Determine unsafe structures.

- x. Review building codes and land-use regulations for possible improvements.
- D. Request Community Nonprofit Agencies:
- i. Advise and assist in casualty information.
 - ii. Advise about shelter, housing, and meeting other human needs.
- E. Request Utilities:
- i. Provide information about locations of power, natural gas, telephone facilities, and lines.
 - ii. Provide damage information to utilities facilities and lines.
- F. Units of State Government Responsibilities:
- i. The Department of Health is responsible for assessing the extent to which radiological and other conditions directly affect the population, water supplies, sewage treatment, food supplies etc.
 - ii. The Department of Agriculture is responsible for assessing conditions involving raw food in the fields, as appropriate.
 - iii. The New Mexico Department of Homeland Security and Emergency Management can assist in preparing disaster assistance requests and in coordinating outside assistance.
- G. City and County Departments not assigned specific duties will be considered available to assist in damage assessment. Under disaster conditions, personnel from operating departments assigned damage assessment responsibilities will remain under the control of their own departments but will function under the technical supervision of the Damage Assessment Officer.

IV. ADMINISTRATION AND LOGISTICS

- A. Sample report forms and copies of pertinent federal disaster assistance reporting forms are located in the Federal Disaster Assistance Program - Disaster Response & Recovery manuals. Copies of all damage reports and assessment forms must be maintained in the local jurisdictions' files.
- B. Damage assessment teams will consist primarily of local government employees and members of nonprofit organizations, such as the American Red Cross or Salvation Army. Other non-government personnel from the fields of engineering, construction, property evaluation and related fields can supplement the teams.

Each team will have a designated leader who will report to the damage assessment officer in the EOC.

- C.** Communication needs of the damage assessment teams will be coordinated by the Damage Assessment Officer through the Communications Officer who should provide mobile communications equipment. Local government units and the Clovis local amateur radio club with mobile communication capabilities will provide backup communication to damage survey teams.
- D.** Agreements and understandings between local governments and private organizations that provide personnel to assist in damage assessment must be filed with the Clovis/Curry County Emergency Management Director. Records must be kept of all personnel who actually work damage assessment after a disaster. The damage assessment officer should work out agreements with surrounding counties to use code enforcement, public works and engineering personnel to assist as needed.
- E.** Release of disaster information must be controlled through the Emergency Public Information Officer (PIO). All damage reports and assessments are public documents, and copies should be made available to citizens upon request. There should be procedures covering public review. Under no circumstances will damage assessment personnel release information on casualties.
- F.** Recovery operations in and around historical sites must conform to existing federal and state guidelines.
- G.** Recovery operations must conform to all existing state and federal laws and regulations concerning environmental impact. For instance, additional costs and requirements will have to be considered, if existing landfill sites might not be capable of handling all debris generated by a disaster. Specific guidance for the disposal of dead livestock will be provided by the NM Department of Agriculture.

V. AUTHORITY AND REFERENCES

- A.** Authorities See Base Plan, Section II, C.
- B.** References See Base Plan, Section IV, B.

ANNEX G – ATTACHMENT 2 DEBRIS MANAGEMENT PLAN

I. GENERAL

- A. **The City of Clovis Public Works Department** is responsible for removal of debris from city roadways, elimination of hazards, management of storm damage, providing rapid restoration of water/sewer services, repairing essential services and cooperation with other emergency response staff after an emergency or disaster.
- B. **The Curry County Road Department** is responsible for removal of debris from county roadways, elimination of hazards, management of storm damage, repairing essential services and cooperation with other emergency response staff after an emergency or disaster.
- C. **NM Department of Transportation** is responsible for removal of debris from state and federal roads and highways, elimination of hazards, management of storm damage, repairing essential services and cooperation with other emergency response staff after an emergency or disaster.
- D. To perform these activities, employees need to be prepared for quick mobilization. Therefore, employees need to understand and be prepared to comply with the City of Clovis/Curry County All-Hazard Emergency Operations Plan before an event occurs.
- E. **The Debris Management Plan** identifies key staff personnel and their responsibilities for managing and controlling debris collection and disposal operations. The purpose of this plan is to identify procedures in the event of a natural event; however, the procedures may be amended under the direction of governing authorities such as FEMA, U.S. Army Corps of Engineers, etc. Personnel should document the critical decisions made in response to the disaster and provide the debris manager and Federal, state, and local officials with a clear plan of action. Debris removal may extend for weeks or months and a lack of documentation could cause confusion between Public Works and other agencies involved in the cleanup.

II. PROCEDURES

- A. **Initial Damage Assessment**
 - i. Initial damage assessment should be conducted to identify the magnitude of the damage and to determine what additional resources may be needed from other local, state or federal governments. They should estimate the amount and composition of debris observed and report findings to either the Responsible Jurisdiction's Public Works Staff (road crews) or the Debris Management personnel at the Emergency Operations Center.
- B. **Debris Collection**

- i. This phase will involve the removal and temporary storage of storm debris throughout the county. Debris removal will become a Public Works priority due to the potential health and safety hazard the piles may create. The expedient removal of debris from in front of residents' homes becomes a high priority because it provides a positive indicator to the public that recovery operations are underway. It also expedites the replacement of key utilities located along public rights-of-way. Crews will be dispatched to areas throughout the affected area(s) depending on the amount and type of debris found. These assignments will be based on the initial damage assessment and allows debris management personnel to determine the priority of debris collection.

- C. Crew Assignments:** Crews will be responsible for cutting, collecting and removing heavy debris within the public right of way. Additional personnel will maintain and operate identified disposal sites. Mutual aid and contractual assistance may be necessary depending on the amount of debris and the availability of resources.

- D. Special Considerations:** Emergency evacuation and transportation routes will be cleared of debris as quickly as possible and will be the first priority of debris removal crews. As removal operations progress, the initial road side piles of debris become dumping locations for additional yard waste and other storm generated debris such as construction material, personal property, trash, white metals, roofing material and even household, commercial and agricultural chemicals. These materials must be kept separated as much as possible in order to expedite the disposal process. All vegetative materials and animal carcasses should be separated at roadside pickup.

- E. Hazardous Waste Removal:** Hazardous and toxic wastes may be mixed in with storm debris. This may present a difficult handling situation for PW crews. Some examples of hazardous and toxic wastes are household chemicals, propane tanks, oxygen bottles, batteries, paints and thinners, refrigerators and freezers and industrial chemicals. Properly trained and equipped crews will be designated to pick up such materials and transport them to the proper facilities or storage areas. When crews come in contact with any such materials, they will report to Public Works the type and amount of hazardous and toxic waste. Then they will remove all other debris and leave the hazardous and toxic waste for the proper removal personnel.

- F. Debris Storage Sites:** Several storage sites will be designated for temporary use. The storage sites will be identified by the responsible jurisdiction after an event that requires their use. These sites will be used only to store debris removed from public right of way. A crew will maintain the sites and separate debris as required. 24-hour security will be provided to eliminate illegal dumping of debris.

- G. Disposal:** The City of Clovis Landfill has been designated for temporary and permanent disposal (after evaluation of applicability) of debris. They can also

accept certain hazardous materials for disposal. Contact the landfill supervisor for specific guidance.

- H. Debris Volume Reduction and Disposal:** Severe storms, tornadoes, fires and other natural disasters may present the opportunity to employ large scale chipping and grinding operations as part of the overall debris volume reduction strategy. Severe storms can blow away scarce topsoil and cause extensive tree damage. This will present an opportunity to reduce clean, woody debris into suitable mulch that can be used to replenish the topsoil and retain soil moisture. An Air Curtain Destructor (ACD) can be employed if chipping and mulching efforts are overwhelmed by the large amount of debris generated by a significant storm. These operations can be performed efficiently only if debris are kept separated. Non-vegetative material must be disposed of in an approved landfill if a reuse cannot be found. Equipment and personnel supplied through mutual aid agreements and outside contractors may be needed to assist in completing this task in a timely manner. Every attempt will be made to reduce the volume of debris disposed into a permitted landfill.
- I.** Grinders, chippers, air curtain destructors, and contractual services should be employed at each of the debris storage sites to reduce the volume of debris and provide mulching material.
- J.** Mutual aid and contractual service agreements will be utilized to transport debris from debris storage sites for disposal and processing.
- K. Briefings:** Supervisors will ensure that employees under their direction are aware of the situation they are facing, what is being done, and what is expected of them.
- L. Public Works EOC Staff:** The purpose of having an Emergency Operations Center (EOC) is to provide a functional centralized location where government officials, public safety and emergency services personnel can convene and work together in preparation for and response to a potential or actual disaster or large scale emergency.

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ANNEX H – RADIOLOGICAL PROTECTION

I. MISSION

- A. Develop and maintain a reliable Radiological Protection (RADPRO) support system. This system must be capable of providing local officials with the guidance, knowledge, skill, and information needed to minimize the effects of radiation hazard.
- B. Provide the state and county Emergency Operations Centers (EOC) with emergency information on events, situations, and conditions that facilitate recovery efforts in a radiological environment resulting from a peacetime radiological accident, incident, or a war related situation.

II. SITUATIONS and ASSUMPTIONS

A. SITUATIONS

- i. There are several transportation arteries going through Curry County. They are Highways 60/70/84, 18, State Road 209, Highway 311 (State Road 31), State Road 268 and the BNSF Railroad.
- ii. Exposure to radiological materials can occur from an accident involving a truck, train, or plane carrying such material. In the event of an accidental missile launch or nuclear attack, all portions of the county could receive radioactive fallout.
- iii. There is potential in Curry County for transportation accidents involving hazardous materials (HazMat). HazMat accidents may include radiological materials released along any area highways and/or railroad arteries.
- iv. The NM Hazardous Material Emergency Response Plan designates the State Police as first responders for emergencies associated with all hazardous materials including radiological hazards.

B. ASSUMPTIONS

- i. With the increasing transportation and widespread use of hazardous materials industries and national defense areas, Curry County is subject to the real possibility of incidents/accidents involving radioactive releases, spills, and contamination.
 - a. If an accident/incident involving radioactive materials with subsequent release, spill, or other contamination were to impact upon any area of Curry County, the responsibilities of local

emergency responders would be notification, control, and containment.

- b.** Radioactive site analysis and further decision responsibility would be the responsibility of appropriate state and federal agencies created especially to address such situations (64th Civil Support Team).
 - c.** Decontamination and return of the area to pre-accident condition is the responsibility of the shipper or the owner of the radioactive substance. In the event of a war related disaster involving radioactive material fallout, follow procedures outlined in SOP 1.
 - d.** In the event of enemy attack upon this country, the possible destruction by the effects of nuclear weapons will subject many New Mexico cities/counties to direct blast damage and initial thermal and residual nuclear radiation. In addition, many Cities/counties will be subject to radioactive fallout. RADPRO officers will be designated, and EOC RADPRO personnel will be designated from current RADPRO certified personnel subject to availability and need.
- ii.** In view of the remote but possible threat to the citizens of Curry County, NMDHSEM will be contacted to provide support for appropriate shelters with adequate detecting instrumentation for personal safeguard and radiological measurement (Consider Cannon AFB). Information gathered will be relayed to county and state EOC's.
 - iii.** Emergency response agencies responding to a transportation incident normally will not be aware of any hazardous conditions to include radioactive materials until they arrive on the scene.

III. CONCEPT OF OPERATIONS

- A.** An emergency involving a radiological incident/accident will be treated in essentially the same manner as any other man made accident.
- B.** The basic policy relating to incidents involving radioactive material will be to direct response efforts toward rescue, containment, and security. Cleanup activities will be under the supervision of the State Department of Health, Environment Improvement Division.
- C.** The establishment of a capability to decontaminate people, equipment, and facilities are essential for successful response to both peacetime radiological emergencies and nuclear attack. Decontamination procedures will be addressed in the Clovis Fire Department Standard Operating Procedures.

IV. ORGANIZATION AND RESPONSIBILITIES

- A.** RADPRO Officer (RPO) - The RPO is appointed by the Fire Chief and works in close coordination with all emergency operating plan functional officers.
- B.** The RPO will:
 - i.** Keep other IC Command Staff well informed of radiological matters.
 - ii.** Be available to assist in the event of a technological accident/incident involving suspected radioactive substances.
 - iii.** Make arrangements for training Radiological Protection Officer (RPO) and Radiation Monitors (RM's) for use in the event of a technological accident/incident.
 - iv.** Develop a collection system and compile and transmit pertinent data to the State EOC following procedures outlined in Curry County SOP's kept on file in the Curry County EOC.
 - v.** Coordinate with other functional officers to ensure for the protection of area residents in the remote possibility of an accidental missile launch or war related disasters with subsequent release of radioactive hazard within the area,
 - vi.** Assists in development of tests and exercises pertaining to radioactive substance scenarios and/or radioactive environment hazards.

V. ADMINISTRATION

The County and City managers will provide assistance to the RPO with administrative matters.

VI. PLAN DEVELOPMENT AND MAINTENANCE

The RPO is responsible for maintenance of this annex. Annex will be reviewed and updated annually and changes will be distributed in accordance with the base plan.

VII. AUTHORITY AND REFERENCES

- A.** Authorities See Base Plan, Section VII, A.
- B.** References See Base Plan, Section VII, B.

VIII. GLOSSARY AND ACRONYMS

See Base Plan

ATTACHMENTS

Attachment 1 Decontamination Guidelines

ANNEX H - Attachment 1 Decontamination Guidelines

I. MISSION

Formulate a decontamination plan for reducing and removing contaminating radioactive material from persons, equipment, supplies, and buildings with the lowest feasible expenditure of money and materials.

II. SITUATIONS

The need to decontaminate areas, buildings, and resources depend upon the need to use the contaminated area or resource and the length of time that the contamination would remain. In general, radiological decontamination principles are:

- A.** Radioactivity cannot be destroyed.
- B.** The surface contaminated dictates the method of decontamination to be used.
- C.** Decontamination personnel must proceed from the easy to the most difficult method.
- D.** Monitoring should be done frequently for effectiveness.

III. ASSUMPTIONS

- A.** Trained radiological defense officers, monitors, and teams exist, or will exist, in the county.
- B.** Specific guidance for livestock and agriculture has been furnished to local USDA officials and farmers.

IV. CONCEPT OF OPERATIONS

- A.** Community action is by far the best way to do all that must be done to recover from a nuclear attack. Local governments have many organized units such as fire, police, public works, and public utilities to serve as the nucleus for decontamination teams.
- B.** Established priorities in implementing decontamination procedures for first responders and their equipment, supplies and fixed operational locations.
- C.** Radiological Protection (RADPRO) monitoring teams should be in every shelter and resource location reporting to the EOC on radiation levels so decisions and priorities can be made and established concerning decontamination.

V. ORGANIZATION AND RESPONSIBILITIES

- A. The RADPRO Officer (RPO) should utilize the expertise of environmental safety personnel, engineers, medical personnel, etc., in establishing decontamination operating procedures that identify equipment and resources to aid in decontamination.
- B. Each emergency response organization should have decontamination procedures written into their SOP's as well as individuals specifically trained in decontamination.
- C. The public will be informed by RPO through literature, social media, and news media on how to decontaminate themselves and their essential equipment using materials on hand.
- D. Guidelines and Procedures – The following guidelines and precautions are to be observed by attending personnel during decontamination procedures:
 - i. Establish and secure the decontamination area.
 - ii. Rubber gloves, shoe covers, protective coveralls or a lab coat, and head cover should be worn by all attending persons. Respiratory equipment may also be required depending on the chemical properties of the contamination material.
 - iii. Following decontamination, the gloves, shoe coverings, and protective clothing should be removed and discarded into a radioactive waste container marked "RADIOACTIVE -- DO NOT DISCARD." These should then be turned over to the State Department of Health - Division of Radiological Health for proper cleaning or disposal.
 - iv. Attending personnel should thoroughly wash and scrub to remove possible contamination following decontamination of other personnel. Care should be taken to not break the skin during this procedure.
 - v. Someone trained in use of radiation survey instrumentation procedures will continuously monitor the decontamination process. This will normally be a Health Physics Professional designated by the State Department of Health.
 - vi. All contaminated objects (i.e., instruments, clothing, personal items, etc.,) should be labeled with the time, date, and decontaminated person's name. These objects should then be stored in a radioactive waste container that clearly displays the "RADIOACTIVE – WASTE" sign.

- vii.** Whenever possible, remote handling instruments (tongs or other mechanical equipment) should be used when handling contaminated objects.
- viii.** If vehicles or other equipment becomes contaminated, use a water hose and soap for cleaning. Washing should continue until the level of radiation has been reduced to safe, acceptable levels. Contaminated water should be flushed into drains that are connected to a State Environment Department approved waste water system. Other procedures that the Environment Department (EID) approves may be used also.

E. Decontamination Station Operational Procedures

- i. Survey Vehicles:** Record survey results.
- ii.** Separate contaminated vehicles from uncontaminated ones by assigned areas.
- iii.** Send contaminated people to the decontamination station for resurvey and the recording of radiation levels.
- iv.** Be sure to record each individual's full name, DOB, address, social security number, and phone number so the Department of Health can continue to monitor the progress of each individual for health effects.
- v.** Obtain a nasal smear; place in an envelope. Mark each envelope with the same identifying information as paragraph **iv** above for health effects evaluation.
- vi.** Remove outer clothing of people as necessary for control of contamination. Place contaminated clothing in a plastic bag and mark with the name and DOB of the individual (keep track of valuables).
- vii.** Have people shower to remove contamination.
- viii.** Re-survey people after shower.
- ix.** Re-shower a second time if necessary.
- x.** Re-survey if the individual is still contaminated; note and record radiation levels. Do not shower a third time. Such cases should be transported to a full service hospital for specialized medical care.
- xi.** Have people don disposable coveralls as a substitute for clothing.

- xii.** Send decontaminated persons to the designated clean area. Relocation may be necessary.
- xiii.** Instruct the people that required decontamination to obtain urine or fecal samples for bioassay as necessary. Generally, a 24-hour sample should be obtained from individuals directly exposed to activity levels greater than 100 millicurie. Make arrangements to send or obtain the samples for evaluation by the hospital.
- xiv.** Survey and decontaminate the area, i.e., walls, floors, showers, etc., as necessary.
- xv.** When surveying a vehicle for radioactive contamination, the following areas on the vehicles should be checked:
 - a.** Each wheel and tire.
 - b.** Each fender well.
 - c.** The grill and headlight area.
 - d.** The radiator.
 - e.** The front of the engine (if engine is located in the front of the vehicle).
 - f.** The carburetor air intake filter (remove the top of the air cleaner assembly).
 - g.** The underside and back of the vehicle where contaminated dust may collect (Note: Do not crawl under the vehicle).
 - h.** A complete survey should then be accomplished of the vehicle interior.
- xvi.** Before terminating the decontamination process, check each member of the decontamination staff and all equipment (including detection devices) to determine if the area is being returned to normal use in an uncontaminated condition.

F. Decontamination procedures for recovery from nuclear attack

- i.** Radiological decontamination capability includes countermeasures that will be used by the county to reduce radiation exposure from radioactive fallout particles. Radioactivity cannot be destroyed, but fallout radiation hazards can be reduced by:
 - a.** Removing radioactive particles from all contaminated surfaces and from areas of immediate concern.
 - b.** Covering the contaminated surfaces with shielding materials such as earth.

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ANNEX I – HEALTH PROFESSIONALS

I. MISSION

- A. To provide medical services for the residents of Curry County, during either a man-caused, natural, or war related emergency or disaster.
- B. To provide Curry County residents with rescue, lifesaving, transport, evacuation, medical care and health protection.
- C. To provide for the control of disease through the use of proper sanitation, coupled with the prevention of water and food contamination.
- D. To provide a means of disposing of large numbers of dead.

II. SITUATIONS AND ASSUMPTIONS

A. SITUATIONS

- i. Plains Regional Medical Center (PRMC) operated by Presbyterian Hospitals is a recipient facility for all forms of medical emergencies originating within Curry County. It is capable of handling not more than 12 contaminated radiological, or chemical casualties, and multiple biological casualties.
 - a. This local capability coupled with mutual aid agreements (MAAs) with adjacent counties will provide coverage for most emergencies in Curry County and surrounding communities.
- ii. La Casa Family Health Center in Clovis and Portales are designated for non-serious sickness or injury patients.
- iii. The NM Department of Public Health administers Health Protection Services to the citizens of Curry and other eastern counties. They maintain a state-wide capability to provide emergency assistance to communities suffering the spectrum of disaster situations. Additionally, questions of mass inoculations in support of community health maintenance are to be answered by this agency.
- iv. The Curry County Field Health Office is responsible for emergency health services and for coordinating point of distribution (POD) sites for mass inoculations.

- v. Medical supplies will be obtained, as available, from local businesses. Medical supplies and equipment will be relocated to facilities within Curry to Quay and Roosevelt counties, in support of relocated populations.
- vi. The Strategic National Stockpile may be activated by contacting the New Mexico State EOC.
- vii. Ambulance and rescue equipment with operators are located at several points within Curry County, Clovis, Texico, Melrose, Grady, Pleasant Hill, and Cannon AFB. Rescue equipment and operators are located at Broadview and Field. All equipment is equipped with city, county, and State Fire radio net capabilities, and with access to the state-wide EMS communications system.
 - a. A list of ambulances may be found in the Fire and EMS Annex.
 - b. Air ambulance service is available with prior coordination with private firms in Lubbock, Amarillo, Santa Fe, and Albuquerque.
- viii. The New Mexico Office of the Medical Investigator (OMI) is responsible on a state-wide basis for disaster related mortuary service, and through their local representatives has standing procedures to address mass casualty incidents. There is a Deputy Medical Investigators (DMI) assigned to Curry County. Funeral homes in the area may be able to furnish resources.

B. ASSUMPTIONS

- i. There are licensed medical staff that live and practice in Curry County, which include physicians, RN's, LPN's and EMT's.
- ii. The citizens of Clovis and Curry County depend on Plains Regional Medical Center, the New Mexico Department of Public Health, and the La Casa Family Health Center for most major medical needs.
- iii. Disasters that cause fatalities exceeding the resources of the local medical, health, and mortuary facilities will require temporary mortuary facilities. The New Mexico Office of the Medical Investigator will be responsible for setting up these facilities (See Attachment 1).
- iv. If the mass-casualty disaster is not state wide or nationwide medical assistance from adjoining locales and state resources may be provided.
- v. If a mass-casualty disaster is state, region, or nationwide, such as a terrorist/WMD attack, outside assistance cannot be depended upon. The county will have to marshal all of its private and public medical and mortuary resources.

- vi. Following the initial stabilization of casualties during a major disaster, NM DOH Office attention should concentrate on community health and disease control. Provisions should be established to inoculate individuals, if warranted, by the threat of disease.
- vii. In a disaster situation it may be necessary to relocate hospital facilities under austere conditions to buildings that will provide patients and staff protection.

III. CONCEPT OF OPERATIONS

- A. All local elected officials are concerned and should be aware of the health of the population and with providing adequate medical care in event of disaster. They monitor medical needs closely through the EOC and assist the Medical Coordinator (MC) in obtaining assistance from other departments/jurisdictions and private practitioners.
- B. In an emergency or disaster, PRMC, if undamaged will provide complete emergency hospital services. The urgent care clinics within Curry County will provide medical care to the extent of their facilities, equipment, and personnel capabilities.
- C. In a mass-casualty disaster, it may be the best use of trained medical personnel to have EMS ambulance crews perform on-scene triage duty. The RPO/Medical Officer will assign the non-medically trained personnel to transport the injured to hospitals or treatment centers. The EOC Ground Support Unit Leader will be contacted to assist in transporting injured.
- D. During mass casualty events, the MC will establish Casualty Collection Points (CCP's) to care for large numbers of injured and will coordinate with the IC to assign staff to the CCP(s) and ensure supply/re- supply.
- E. The MC will coordinate with medical agencies to assign available medical personnel to activated shelters.

IV. ORGANIZATION AND RESPONSIBILITIES

A. GENERAL

- i.** In event of a localized mass-casualty disaster exceeding local medical capabilities, the EOC Director, will coordinate with the New Mexico Department of Health (NMDOH) and the NM State EOC and request dispatch of the Disaster Medical Assistance Team (DMAT). The MC will coordinate area medical staff with DMAT responders.
- ii.** The MC will assist in assignment of paid and unpaid personnel, to medical centers, and field teams to work disaster sites, triage areas, clinics and other medical facilities.
- iii.** The NMDOH Public Information Officer (PIO) will release all medical and public health warnings and announcements.

B. HEALTH AND MEDICAL COORDINATOR

- i.** The Health and Medical Coordinator (H&M Coordinator) will be filled by a health-care professional appointed by the Clovis/Curry County Emergency Management Director (EMD). The H&M Coordinator will direct health and medical response to a mass-casualty disaster from the City/County EOC. The following are the responsibility of the H&M Coordinator:
 - a.** The patient population in nursing homes and other health care facilities will be reduced to extent possible in event of evacuation or mass-casualty disaster. Continued care must be provided for those who cannot be evacuated. Minimum staff will be left with those patients and rotated from the host area. If possible, those left behind will be consolidated into one facility as far from the threat area as possible.
 - b.** In a disaster, the H&M Coordinator will establish communication with the Incident Commander and the on-scene medical designee to coordinate the following:
 - 1.** On-scene response team efforts.
 - 2.** Medical personnel for triage area.
 - 3.** Holding area for those that require immediate on-scene treatment.
 - 4.** Holding area for individuals requiring transport to a hospital and a priority for transportation.
 - 5.** Communication with receiving hospitals.
 - 6.** Procedures to identify the injured and maintain an "audit trail" showing type of injuries, condition, treatment and location (hospital) to which sent.

- f. Obtain protective breathing devices, clothing, equipment, and antidotes for personnel who work in or near hazardous radiological or chemical environments.
 - g. Decontaminate injured individuals who have had radiological or chemical contamination.
 - h. Provide necessary logistic support of food, water, emergency power, communications, fuel, etc., for staff, patients, and response personnel at the hospital.
- iv. District Medical Investigator for Curry County will:**
- a. Coordinate local resources used for the collection, identification, and disposition of deceased persons and human tissue. See Attachment 1 to this annex.
 - b. Select qualified personnel to man temporary morgue sites.
 - c. Establish casualty collection points (CCP's) to simplify recovery.
 - d. Coordinate with rescue teams.
 - e. Determine cause of death.
 - f. In the event of a localized disaster resulting in many deaths, request additional medical investigator support from the State Office of the Medical Investigator in Albuquerque.
 - g. Protect the property and personal effects of the deceased.
 - h. Coordinate with the American Red Cross, ensuring relatives are notified.
 - i. Maintain an "audit trail" of each deceased, cause of death, personal possessions and burial site if remains were not released to relatives.
 - j. Coordinate the services of dentists and x-ray technicians for the identification of remains, and obtain mortician services.
 - k. Maintain communications with the Health and Medical Coordinator in the EOC.
 - l. Keep EOC informed on the number of fatalities.

- m.** Releases concerning number of fatalities, cause of death, morgue operations, etc., will be approved by the City/County Administrator, and coordinated with the PIO and EOC.

- v.** NMDOH Office will:
 - a.** Provide preventive health services including epidemiological surveillance, quarantine, control of communicable diseases, and mass immunizations.
 - b.** Obtain laboratory support.
 - c.** Inform public through the EOC and PIO on health concerns and sanitation matters.

- vi.** Environmental Inspection Department will:
 - a.** Mobilize local veterinarians to assist in public health services.
 - b.** Monitor, evaluate, and correct environmental health risks or hazards.
 - c.** Inspect food, water, medicine and other consumable products for purity.
 - d.** Coordinate with EPCOR, City of Clovis Public Works, and Waste Water departments to ensure potable water, effective sewage system, and garbage disposal. Consider contacting City of Clovis Animal Control for the removal of dead animals.
 - e.** Inspect sources of possible contamination.

- vii.** Support Services available:
 - a.** The American Red Cross (See Annex J – Reception and Care)
 - b.** Coordinate with New Mexico department of Health for Mental Health Agencies to provide professional psychological support to victims and personnel involved in a disaster. This includes Critical Incident Stress Debriefings for responders and victims.
 - c.** The Ground Support Unit Leader will provide transportation for medical personnel, patients, medical supplies, and equipment.

V. ADMINISTRATION AND LOGISTICS

The H&M Coordinator will coordinate initial supply and re-supply of necessary drugs, medical supplies and equipment to on-scene treatment centers. If area hospitals are evacuated, supply routes will be redirected to the new sites.

VI. AUTHORITY AND REFERENCES

A. Authority See Base Plan, Section VII, A.

B. References See Base Plan, Section VII, B.

VII. PLAN MAINTENANCE AND DISTRIBUTION

The Health and Medical Coordinator is responsible for maintenance of this annex. Annex will be reviewed and updated annually and amendments will be distributed in accordance with the Base Plan, Section VIII.

VIII. GLOSSARY OF TERMS AND ACRONYMS:

See Base Plan

ATTACHMENTS

Attachment 1 Temporary Morgue Resources

Attachment 2 Pandemic Influenza Plan

STANDARD OPERATING PROCEDURES

**ANNEX I – ATTACHMENT 1
PROCEDURES FOR SETTING UP TEMPORARY MORGUE FACILITIES
AFTER MASS CASUALTY INCIDENT/DISASTER**

I. SITUATION

- A.** A temporary morgue must be considered for any incident or disaster resulting in a number of fatalities exceeding the capacity of Curry County, with assistance from surrounding counties with which we have mutual aid agreements (MAA).
- B.** The county's Deputy Medical Investigator (DMI) will set up a qualified mortuary response team (MRT). Each county DMI will determine the preliminary makeup of the MRT and ensure individual notification and currency of qualifications. SOP 10 contains a list of team members. The team will support disaster recovery, evacuation and identification of remains, as well as assist notifying families of deceased victims. Team members will prepare, and file death certificates, and facilitate preparation, processing, and release of dead human remain to the next of kin under emergency conditions.

II. ORGANIZATION

- A.** State: for operations under this plan, notify:

The Office of the Medical Investigator
The University of New Mexico School of Medicine
Albuquerque, New Mexico 87113
(505) 272-3053 Fax (505) 925-0546

- B.** Local: By law, 24-11-1 through 24-13-8, NMSA 78, the State or District Medical Investigator (DMI), or a Deputy Medical Investigator under his direction is responsible for the dead. He/she will head the mortuary response team (MRT).

III. CONCEPT OF OPERATIONS

- A.** A survey and assessment of the situation will be made by the DMI, and qualified MRT members when disaster conditions permit. They will note the approximate number of dead, condition of the remains, environmental conditions and type of terrain. They will identify equipment, personnel and supplies, needed to implement an effective plan, and set up a temporary morgue(s). See section V.
- B.** A questionable death scene should be treated as a crime scene. Notify law enforcement officials immediately. Do not disturb the scene. Later, ensure scene processing includes numerous pictures, extensive notes by a qualified person, examination by an experienced medical investigator and recovery of all remains and personal effects.

- i. None of the remains will be moved or touched by workers until direction and approval are given by the DMI or the appropriate person in control.
 - ii. Before recovery operations start, workers will be briefed and assignments given, photographer/recorder/investigator/recovery/etc. This briefing should take place at a staging area adjacent to the disaster scene.
 - iii. The disaster scene may be divided into grid squares to ensure complete coverage and recovery. The map of the area must reflect this grid system accurately.
- C. Before removal, the entire scene must be charted on an accurate map where the following is accurately plotted:
 - i. Suitable stakes or markings will be placed at the location of each body and a unique number assigned to each body or collection of body parts as directed by the DMI or his/her designated representative.
 - ii. Remains, or remains parts, will be tagged and records kept as to the exact location and surroundings in which the remains were found.
 - iii. Unattached personal effects found on or near the body will be placed in a container, tagged with corresponding numbers and data reflecting the find location.
 - iv. When practical, remains and/or remains parts will be containerized, most probably in a body pouch, and tagged with corresponding number on each pouch.
 - v. Valuables, such as wallets or jewelry that are attached to the body shall not be removed. Such valuables found on or near the body that have potential for identification value should be placed in a container and charted as to the exact location where they were recovered.
 - vi. Remains may then be removed, as authorized, from their initial discovery site to a staging area, for transport to a temporary morgue. This initial movement may require litters, stretchers, or other specialized removal equipment.
- D. Discretely, and with dignity evacuate the dead to a temporary morgue.
 - i. All names on vehicles used for transport will be covered (or removed) whenever possible.

- ii. Vehicles should travel the same route from the handling site to the morgue area. This route will be set up in coordination with the local traffic control agency(s).
 - iii. Vehicles are to travel at a moderate speed, in convoy style, maintaining order and dignity.
 - iv. Records will be kept at the staging area as to the identification of the vehicle and its driver, as well as the tag and tag numbers of the deceased being transported.
 - v. Dispatchers and evacuation drivers will take care to optimize the temporary morgue receiving unit's capacity for processing remains.
 - vi. The MRT shall provide or acquire the key services requested by the DMI and shall call upon a support group of funeral service personnel.
- E. The MRT will initiate cause of death and identification procedures for each set of human remains. A volunteer should be assigned to personally track each set of remains. Very tight control of the records for each set of remains must be maintained from the start of operations.
- F. Only after all disaster victims has been positively identified will any be released to families or their representatives. Thus, there is a need for rapid but positive identification.
- G. The mortuary response team will prepare, process, and release the remains for final disposition, when authorized by officials and the family.
- H. ONLY WHEN REGISTERED BURIAL SITES ARE EXHAUSTED, LOSSES ARE MASSIVE, AND AS A LAST RESORT, SHOULD INTERMENT BE IN BURIAL AREAS SELECTED BY LOCAL, COUNTY, AND/OR STATE OFFICIALS.**

IV. RESPONSIBILITIES

- A. The MRT will establish the means and methods for the sensitive, respectful care and handling of deceased human remains in multi-death situations.
- B. The New Mexico Office of the Medical Investigator will work with the NM Funeral Directors Association to set up preliminary mortuary response teams for each district. The District Medical Investigator (DMI) will maintain the roster and current phone numbers for each team.

- C. The mortuary response team (MRT) will be available to aid in necessary acts of recovery, evacuation, identification, sanitary preservation (such as preparation or embalming as authorized), and notification of the next of kin. Counseling and facilitating the release of identified remains to the next of kin or their representative must be accomplished under direction of authorized persons.
- D. The DMI will work with local law enforcement agencies to ensure security of the disaster scene and the temporary morgue site(s). Only persons whose presence is absolutely required will be allowed within the security perimeter.
 - i. Additional security and inventory measures will be taken to track the personal effects of victims.
 - ii. Daily issue of colored badges and a single entry/exit point will assist identification of authorized personnel in the security perimeter.
 - iii. The Public Information Officer of the jurisdiction in which the deaths took place will be the only person authorized to release any information to the media.
- E. As head of the MRT, the DMI will ensure that individual volunteers used to track individual victims and records are pre-briefed on duties and what to expect in dealing with human remains.

V. TEMPORARY MORGUE FACILITY

- A. A temporary morgue facility will be selected, organized and put into operation if the number of dead exceeds the resources of the DMI. The DMI may ask a qualified MRT member at the impacted disaster site to select a temporary morgue site if he or she is personally unable to do so. Some such facilities should, however, be pre-selected, with formal agreements on file, with the NM Office of the Medical Investigator.
- B. The temporary morgue should be located as near as possible to areas with a heavy death toll. The morgue should have: showers, hot and cold running water, heat, electricity (110 & 220 volts), lighting, drainage, concrete floors, ventilation, rest rooms, parking areas, communications possibilities, and personnel rest areas. It should be fenced or locked for security of remains and personal property. There should be access for and room to park refrigerated trucks. Entrance and exits to the facility should not be in public view. Enough space for body identification procedures is necessary. It should also be able to be partitioned for separation of functions, such as body handling, decontamination, fingerprinting, x-ray, autopsies, records maintenance, interviewing, etc. Approximately 4,500 square feet of space will be needed for 50 bodies with an additional 1,200 square feet for each additional 25 bodies.

- C. Potential, temporary morgue facilities may be at existing mortuaries, cemeteries, National Guard armories, schools, or other facilities without wooden floors. The facility should not be made available for its normal use again until the morgue is closed. Owners of facilities must be made aware of all these requirements before they are asked to commit use of the facility. After morgue sites are established, coordinators should obtain refrigerated trailers as necessary to include back-ups if one or more refrigeration units fail. The DMI should arrange for refrigerated railroad cars, vans or cold storage to aid in the preservation of bodies, if refrigerated trailers are not available. Names of the owners of refrigerated units must be covered or removed prior to use. The functions carried out at each morgue site will be determined by the circumstances.
- D. Once a morgue site has been selected, the DMI or a designated MRT member will organize its operations. Organization of the morgue site will include personnel assignments. Assignments will include uniformed guards, information clerks, counselors, interviewers, telephone communicators, admissions clerk, general supervisor, identification personnel, orderlies, personal effects custodian, embalming supervisor, embalmers, secretaries, inventory clerk, distribution clerk, refrigeration unit monitor, and others as required.
- E. The morgue site may be used for temporary housing, identification, sanitation, preservation when authorized, as well as the distribution point of the dead, to their next of kin, or their agent.
- F. Personal effects will be received, photographed, recorded and secured. Upon claiming such effects, the person claiming them should be photographed with the effects claimed to complete the audit trail.
- G. The MRT will organize operations, equipment, supplies and personnel needed; if embalming is necessary, desired or directed by the DMI, or approved by a family representative. This includes acquisition of suitable caskets.

VI. RETURN TO NEXT OF KIN

- A. Once all remains have been positively identified, the next of kin will be contacted. The DMI and the MRT will coordinate release of the remains and personal effects to the next of kin or their representative.
- B. In situations where there are unidentified remains, the DMI shall make the decision provide direction regarding their disposition.
- C. Where embalming or preparation is authorized; the procedure will be under the direction of the MRT. This will be followed by transportation, to the family's designated funeral home, cemetery, or other destination.

VII. MASS BURIAL GUIDELINES

- A.** Mass burial may become necessary only when the number of remains cannot be managed, and becomes a public health concern. Or when remains cannot be adequately refrigerated, embalmed, identified or processed in an acceptable time.
- B.** Any decision to begin mass burial must be made at the highest levels of New Mexico state government. Their direction will be essential before such an effort can be initiated for public health, safety and welfare.
- C.** The location of any mass burial site must also be agreed upon by the above agencies, taking into consideration the number of remains to be buried, distance, and transportation problems. An existing cemetery would be the ideal and most logical location for any mass burial.
- D.** The next consideration should be given to federal, state, county or city owned property or right-of-ways. Examples for use are parks and recreational areas, flood control basins, side of freeways and river beds, beneath high power lines or rail yards and along rail lines.
- E.** Alternate considerations can be given to private property, preferably large open fields or similar sites. Access and egress are also important factors along with the type of terrain and the understanding that later exhumations will occur. These exhumations will be ordered in an attempt to identify and return remains to families.
- F.** Those remains designated for mass burial should be processed to ensure the following:
 - i.** Body rechecked for any type of jewelry or other items that may lead to identity.
 - ii.** Postmortem information has been properly documented, especially in those areas of scars, tattoos, deformities and other physical descriptions.
 - iii.** Fingerprints have been taken. If not, fingers rechecked for possible prints to be taken.
 - iv.** Mandible and maxillary removed and placed into a properly marked container.
 - v.** An additional body tag (preferably metal) has been attached, filled in and placed in a small sealed plastic bag.
 - vi.** Body wrapped in plastic sheeting or disaster pouch and tied/zipped to deter leakage.

- vii.** A second additional tag attached to the pouch containing the body number.
- viii.** If possible, body placed in a wooden or metal container for burial: that container should also be marked with the corresponding identification numbers.
- ix.** Exact location of each body buried must be recorded on grid maps including date, times and other information necessary for orderly exhumations at a later time.
- x.** Each burial site also may be marked (staked) with the correct corresponding Doe numbers.
- xi.** If possible all burials should be under the direction of the DMI. However, even where wide spread devastation has occurred, bury the dead only as a last resort. In the case of thousands of dead, if anyone is directed to bury a dead human body, the following records shall be made and a report of this activity given to the DMI. If the proper forms are not available, a blank piece of paper could be used to list the information below:
 - a.** Morgue number, sex, race, age, height, weight, hair color, eye color, scars, tattoos, teeth (natural, false or both), missing or artificial limbs.
 - b.** Date of death and/or date of recovery.
 - c.** List of all details about clothing: size, color, manufacturer, material, etc.
 - d.** List of all objects found in pockets.
 - e.** Ink fingers and take fingerprints.
 - f.** Site of recovery, county of death, place and date of burial.
 - g.** Print your name, address, phone number and social security number on the form and sign it.
 - h.** Attach a tag or piece of tape to the body and write your social security number on it.

- i. If you need to bury the body, follow these guidelines. Dig a grave a minimum of thirty-six (36) inches deep. Make sure your social security number is on the body; record exact location of grave on identification form you have made, so grave can be found later. Wrap body in plastic, tarpaulin or heavy blankets; mark grave with a homemade cross and write on cross "DEAD HUMAN BODY," and your social security number. Your social security number is needed so you can be contacted later if necessary.
- j. Turn in the information you have recorded to the medical investigator or an emergency operations official.

VIII. UNIDENTIFIED REMAINS AND/OR TISSUE

- A. Disposition of unidentified remains and/or tissue is the responsibility of the District Medical Investigator (DMI). Some state or local laws may predetermine the disposition of remains/ tissue. Check with the jurisdiction's attorney. The mortuary response team (MRT) should follow these guidelines for the disposition of such remains and/or tissue released to them:
 - i. Under no circumstances will unidentified or unassociated remains and/or tissue be co-mingled with identified remains.
 - ii. Remains should be prepared by applicable standard preparation procedures.
 - iii. Interment in a local cemetery should be the preferred choice. Cremation should be avoided for religious reasons and availability for identification at a later date.
 - iv. Religious considerations should be observed. Non-denominational rites should be held at the site of interment.
 - v. Records and procedures for interment should follow the procedures as set forth in the mass burial section above.

IX. TEMPORARY STORAGE VS. BURIAL

Temporary storage of remains or tissue may be the choice rather than immediate burial. Consideration in the decision should include: time between death and the identification and return of the remains to the family; possibility of identification; inability to locate or determine the next of kin; and legal considerations. The choice is the responsibility of the DMI. If the decision is made to use a temporary storage, the remains should be released to the MRT for preparation. Preparation should be done by standard preparation procedures; the remains pouched and/or casketed, then returned to the DMI for storage. Records and procedures for storage should follow procedures as set forth in the mass burial section above.

X. REMAINS NOT RECOVERED

Conditions and circumstances sometimes preclude the recovery of remains in spite of exhaustive efforts and resources expended by those involved. Once the determination has been made that one or more remains are unrecoverable, non-denominational memorial services should be arranged. All efforts should be made to notify and include the surviving family members in this service. Assistance in post-death activities should be extended to the surviving family members. The family(s) should be given the opportunity to select the locale of the memorial service if so desired.

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ANNEX I – ATTACHMENT 2 PANDEMIC INFLUENZA PLAN

Introduction

Flu Terms Defined

Seasonal (or common) flu is a respiratory illness that can be transmitted person to person. Most people have some immunity, and a vaccine is available.

Avian (or bird) flu is caused by influenza viruses that occur naturally among wild birds. The H5N1 variant is deadly to domestic fowl and can be transmitted from birds to humans. There is no human immunity and no vaccine is available.

Pandemic flu is virulent human flu that causes a global outbreak, or pandemic, of serious illness. Because there is little natural immunity, the disease can spread easily from person to person. Currently, there is no pandemic flu.

Special Considerations for Pandemic Flu

The response to an influenza pandemic will pose substantial physical, personal, social, and emotional challenges to healthcare providers, public health officials, and other emergency responders and essential service workers. Experience with disaster relief efforts suggests that enhanced workforce support activities can help responders remain effective during emergencies.

During an influenza pandemic, however, the occupational stresses experienced by healthcare providers and other responders are likely to differ from those faced by relief workers in the aftermath of a natural disaster. Globally and nationally, a pandemic might last for more than a year, while disease outbreaks in local communities may last 5 to 10 weeks. Medical and public health responders and their families will be at personal risk for as long as the pandemic continues in their community. Special planning is therefore needed to ensure that hospitals, public health agencies, first-responder organizations, and employers of essential service workers are prepared to help employees maximize personal resilience and professional performance. An essential part of this planning effort involves the creation of alliances with community-based organizations and nongovernmental organizations with expertise in and resources for psychosocial support services or training

Pandemic Flu Plan

Support Agencies:

- New Mexico Department of Health (NMDOH)
- New Mexico Department of Public Safety (NMDPS)
- Curry County/City of Clovis EMS
- Center for Disease Control (CDC)
- New Mexico Environment Department (NMED)
- New Mexico Department of Homeland Security and Emergency Management (NMDHSEM)
- Other Federal/State Departments as necessary
- Contract Technical/Clean up Support as necessary

I. Overall Pandemic/Avian Flu Response Plan Priorities

The following priorities are listed in order of importance. Whenever demands for emergency resources conflict, the operational demand that is highest on this list will prevail.

Save Lives

1. Provide safety/support for responders.
2. Save human lives.
3. Treat the sick.
4. Reduce opportunities for human infection.
5. Contain or delay the spread of the source.
6. Warn the public to avoid further casualties.
7. Evacuate people from the effects of the emergency.
8. Shelter and care for those evacuated.
9. Save animals.

Protect Property

10. Save property from destruction.
11. Take action to prevent further loss.
12. Provide security for property, especially in evacuated areas.

Restore the Community

13. Restore essential utilities.
14. Restore community infrastructure (such as roads)
15. Help restore economic basis of the community.
16. Mitigate against future disasters.

II. How the County will respond to emergencies.

- A. This Appendix provides guidance for Local Response to a potential or actual pandemic flu incident or exercise. It outlines an organized response of local/Tribal governments (multi-jurisdictional response system) and integrates that response with state government through the NMDOH using the following:

- i. The State Governor, by Executive Order, has mandated the use of ICS in New Mexico for all types of emergency response. The New Mexico Public Health Emergency Response Act (PHERA) provides the ability to the state of New Mexico to manage public health emergencies, prepare for a public health emergency, and access to appropriate care, if needed for an indefinite number of infected, exposed or endangered people in the event of a large scale health and medical emergency. PHERA authorizes the state of NMDOH Secretary, in coordination with the New Mexico Secretary of Public Safety and the Secretary of the of Homeland Security and Emergency Management to use health care facilities for public use and to inspect, regulate or ration medical resources and sets forth procedures of isolation and quarantine.
- ii. Although the NMDOH is designated as Incident Command, a Unified Command may be activated which may include all or part of: Office of Health Emergency Management of the NMDOH, local government representative, NM Department of Homeland Security and Emergency Management, NM Governor’s Office of Homeland Security, the NMEMA, and the Indian Health Service. The Unified Command is the top tier of New Mexico’s Pandemic Influenza Planning Committee, with technical specialists from hospitals, primary care, long term care, and home health as the second tier, and the large stakeholder group as the third tier.
- iii. All responses will integrate the National Incident Management System (NIMS) that includes using the Incident Command System as a structured organizational structure used to command, control and coordinate resources and personnel who respond to the scene of an emergency.

III. Scope of Operations

- A. This summary shows how the County will deal with pandemic flu emergencies. The key to a successful response during the emergency depends on the following:
 - i. Training in ICS (NIMS) for Responders.
 - ii. Training in support coordination at the EOC.
 - iii. Training in Emergency Management Courses..
 - iv. Training in pandemic flu response.
 - v. Training the Multi-Jurisdictional Response Team.

- vi. Evaluating response capability through Exercises and response to actual events.
- vii. Providing for an after action Corrective Action Component.
- viii. Updating plans, policies, procedures and other actions as needed.

IV. Pandemic Influenza Emergency Activities Assumptions:

- A. In the event of a pandemic influenza emergency, the entire county will be affected and resources will be in short supply throughout the county. Each community will be expected to respond without the assurance of additional aid from either the federal or state agencies. This will require the local emergency response and subsequent EOC activation for a pandemic influenza to vary from the usual emergency response.
- B. The following assumptions will apply to a pandemic influenza response:
 - i. The NMDOH will use the current World Health Organization (WHO) Pandemic Influenza Preparedness and Response guide in their response potential outbreaks of pandemic influenza. The NMDOH will notify the local governments of this response.
 - ii. The governor with the NMDOH Secretary will declare a public health emergency from the state and/or federal government.
 - iii. Response will be coordinated by the NMDOH Secretary and will include the Secretary of the New Mexico Department of Public Service (NMDPS) and the Secretary of Homeland Security and Emergency Management.
 - iv. The Incident Command will be handled by the New Mexico Department of Health (NMDOH) Although the NMDOH is designated as Incident Command, in actuality a Unified Command will be activated which will include all or part of: Office of Health Emergency Management of the NMDOH, local government representative, NM Department of Homeland Security and Emergency Management, NM Governor's Office of Homeland Security, the NMEMA, and the Indian Health Service. The Unified Command is the top tier of New Mexico's Pandemic Influenza Planning Committee, with technical specialists from hospitals, primary care, long term care, and home health as the second tier, and the large stakeholder group as the third tier.
 - v. The EOC will be activated to provide resources and support for the NMDOH.
 - vi. The role of the EOC will however, be similar to any other disaster or emergency.

- vii.** The NMDOH will contact the local Emergency Manager, who has been determined to be the local point of contact for the emergency.
- viii.** The local EOC will work with the NMDOH to provide resources for the pandemic influenza response. New Mexico State Police, Fire and Rescue Chief, Law Enforcement and other necessary person (such as Emergency Medical Response), will meet to determine what the County's (or other jurisdiction) response will be to the current threat. Incident Command mobilizes resources as necessary.
- ix.** The jurisdiction's officials or Emergency Manager will be notified, which will set into motion the coordination of additional resources or emergency actions as deemed necessary to save lives and protect property.
- x.** Typical sequence of emergency activities includes three major phases of emergency management: Mobilization, Response, and Recovery.

NMDOH Pandemic Influenza Response Phases

The list of NMDOH response to each phase can be found in the NM Pandemic Influenza Plan. A copy of this plan is located at the end of this appendix. The following is a summary of the Global Influenza Response Phases:

Interpandemic Period

Phase 1. No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animal. If present in animal, the risk of human infection or disease is considered to be low.

Phase 2. No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease.

Pandemic Alert Period

Phase 3. Human infection(s) with a new subtype by no human-to-human spread or at most rare instances of spread to a close contact.

Phase 4. Small cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.

Phase 5. Larger cluster(s) but human-to-human spread is still localized, suggesting that the virus is becoming increasingly better adapted to humans but may not yet be fully transmissible (substantial pandemic risk).

Pandemic Period

Phase 6. Pandemic phase: increased and sustained transmission in the general population

Post Period

Return to the Inter-pandemic Period (1)

POTENTIAL SEQUENCE OF EMERGENCY ACTIVITIES AT THE LOCAL LEVEL

NM DOH notifies the Emergency Manager to request country resources.

- The Medical Situation Analysis Team (MSAT) decides if EOC activation is required or the level and type of response required. MSAT will consist of the County Emergency Manager or City Manager, the Local Public Health Nurse Manager, and the Community Health Council Chairperson.
- The EOC Director may activate the EOC, establish communications, issue warnings, & activate Red Cross and other EOC Staff. Coordinators arrive at the EOC and take action.

- Population protection and requests from the Incident Commander (NMDOH) are considered.
- Initial assessment begins, including identifying vulnerable populations such as hospitals, schools, nursing homes and areas where large numbers of people can be found.
- Risk to emergency responders & population is factored into operations plan.
- Labor & equipment records are developed.
- Coordinators fulfill resource requests from the EOC/ICP.
- Coordinators anticipate problems, plan and direct plan implementation.
- Recovery plan is initiated.
- Response agencies finish operations, shut down and restock resources and supplies
- Coordinators complete damage assessments and reports.
- Cost recovery procedures initiated.

New Mexico Department of Health Responsibilities

The primary emergency response to a pandemic flu in the state is the responsibility of the NMDOH. An outline of the NMDOH responsibilities can be found in the New Mexico Department of Health Emergency Operations Plan.

The following is a list of the NMDOH Specific Response Areas from their Plan

- Pandemic Influenza Disease
- Laboratory Diagnosis
- Healthcare, Medical and Mortuary Surge
- Infection Control
- Clinical Guidelines
- Vaccine and Antiviral Drug Distribution and Use
- (Community) Disease Control and Prevention
- Health Communications and Information
- Legal Considerations and Information Needs
- Psychosocial Support Services

Organization and responsibilities will be In Accordance with (IAW) the NM Department of Health, Emergency Operations Plan. Additional roles and responsibilities are defined below, specific to an event of a Pandemic Influenza outbreak.

New Mexico Department of Health Office of the Secretary

1. Identify and plan for continuation of essential services during all phases of a pandemic influenza outbreak.
2. Develop public information messages regarding influenza; coordinate the release of public information through the joint information system (JIS). (Public Information Officer [PIO]).
3. Review state statutory provisions regarding: (Office of General Counsel [OGC])
 - a. Quarantine and how they apply in a public health emergency.
 - b. Mandatory vaccination during an infectious disease emergency.
 - c. Procedures for closing businesses and/or schools and suspending public meetings during a declared public health emergency.
 - d. Medical licensure, liability and compensation laws for NM Serves Registry workforce.
 - e. Workers' compensation as applied to health care workers and other essential workers who have taken antivirals for prophylaxis.
4. Review policies and procedures addressing duty to act, duty to report, allowing employees to work from home, worker safety and health/protection, and other relevant documents.

**(Administrative Services Division [ASD]). Epidemiology and Response Division
Infectious Disease Epidemiology Bureau:**

1. Monitor weekly reports from WHO and CDC regarding circulating strains of influenza virus to determine current pandemic phase.
2. In collaboration with Public Health Division Regional staff, conduct sentinel surveillance for influenza-like illness in New Mexico.
3. Monitor reports of influenza strains isolated in-state.
4. Conduct surveillance for influenza and pneumonia deaths.
5. Participate in the revision of the pandemic influenza plan.
6. Participate in exercises and drills of the pandemic influenza response plan.
7. Develop recommended influenza treatment protocols and infection control guidelines, distribute to healthcare facilities and other public settings.
8. In collaboration with NMDOH OHEM and the Public Health Division Regions, develop data entry forms and database for coordinated collection of information during pandemic response.
9. In collaboration with NMDOH OHEM, enhance surveillance for impact of influenza in New Mexico. In addition to on-going surveillance, assess the impact on bed-availability throughout the state, number of hospitalizations for influenza related conditions and absenteeism in certain industries or sectors.
10. Maintain contact with CDC.

Vital Records and Health Statistics Bureau:

1. Provide data to Infectious Disease Epidemiology Bureau on influenza and pneumonia deaths.
2. Develop and implement plans for providing timely death certification during a pandemic when it is likely that there will be staff shortages and an increase in the number of deaths. Utilize E- Vitals Program for web-based resource.
3. Provide death certificates.

Office of Health Emergency Management:

1. Provide training and education on the response plan for public health and medical staff, other health care providers and first responders.
2. Conduct exercises and drills of the response plan for NMDOH staff to include the Points of
3. Distribution (POD) plan for mass vaccination; revise plans as necessary.
4. In collaboration with the NMDOH PIO, develop public information and risk communication messages regarding pandemic influenza and related health care issues.
5. Provide overall state coordination of pandemic influenza response under the New Mexico Department of Homeland Security and Emergency Management Incident Command Structure, in coordination with local emergency managers and health care system providers.
6. Coordinate the request of the Strategic National Stockpile and/or Vendor Managed Inventory, if indicated and available.
7. Coordinate the Mobile Medical Field Hospital Resources to be set up at an alternate health care site, if needed and available.
8. Coordinate and develop messages to be distributed to providers and other responders through the Health Alert Network (HAN).
9. Coordinate and monitor EMSystems® for managing health and medical assets during a pandemic.

Scientific Laboratory Division

1. Provide viral isolation testing and serotyping using current CDC protocols.
2. Provide technical support to other laboratories in the state during influenza season.
3. Forward any specimens that cannot be serotyped to CDC.
4. Provide support for transporting specimens to SLD and will forward specimens to CDC when necessary.
5. Monitor reports of influenza strains isolated in-state.
6. Provide training to laboratories around the state on protocol for handling laboratory specimens prior to and during pandemic in New Mexico.
7. Provide rapid testing for pandemic strain of influenza when available.

8. Forward specimens to CDC as needed during the pandemic.
9. Provide guidance to laboratories around the state on testing and handling specimens during a pandemic.

Public Health Division and Regions

1. Assist in the conducting of sentinel surveillance for influenza-like illness.
2. Assess resources for acquisition/distribution of PPE and other medical supplies.
3. Review legal authorities related to acquisition and distribution of resources, isolation and quarantine, and worker health and safety/protection, etc.
4. Maintain plans and MOUs for Points of Dispensing (POD) sites.
5. Conduct exercises and drills of the response plan for public health staff to include POD plan for mass vaccination, in collaboration with NMDOH OHEM.
6. In collaboration with Infectious Disease Epidemiology Bureau (IDE Bureau), develop data entry forms and database for coordinated collection of information during pandemic response.
7. Provide outreach and education to hospital, health care providers and others on the pandemic influenza plan.
8. Provide pneumococcal vaccine to persons as appropriate.
9. Establish POD sites; assist in the monitoring of vaccine and antiviral inventory and their distribution.
10. Provide support to the NMDOH Department Operations Center.

Behavioral Health Services Division

1. In conjunction with NMDOH OHEM, develop a plan for psychosocial response.
2. In conjunction with NMDOH OHEM, provide training in psychosocial response.
3. In conjunction with NMDOH OHEM, coordinate psychosocial response statewide.
4. In conjunction with NMDOH OHEM, participate in and assist with management of NM Serves Registry.
5. Provide support to the NMDOH Department Operations Center.

Information Technology Services Division

1. Based on requirements provided by IDE Bureau, NMDOH OHEM and the PHD Regions, develop a database for coordinated collection of information during pandemic response.
2. Provide support to the NMDOH Department Operations Center and PHD Regions and local health offices throughout the response.

Health System Organizations Office of the Medical Investigator:

1. Conduct surveillance for unexpected deaths that could potentially be due to a novel influenza strain. All findings are reported to IDE Bureau, ERD.
2. Collaborate with hospitals and funeral directors to identify resources available to deal with an increase in the number of deaths.
3. Provide autopsy and diagnostic services on potential cases of influenza, as necessary.
4. Coordinate with hospitals and funeral directors to assure safe handling of bodies to include request of refrigerated trucks if needed to hold bodies until they can be interred.

Hospital and Health Systems (including Emergency Medical Services):

1. Develop and implement plans for managing medical and public health surge using the NM MEMS model to create capacity to provide for alternative inpatient and outpatient care, mass prophylaxis, patient transport, community outreach, and unified medical command.
2. Monitor employee health and assure appropriate follow-up for employees exposed to patients with influenza.
3. Assure that appropriate infection control procedures are followed by staff and patients.
4. Participate in after-incident evaluations for response improvement.

Guidance for Psychosocial Considerations and Information Needs can be found at the New Mexico Department of Health (NMDOH) website: <http://www.health.state.nm.us> – Pandemic Flu Plan

Guidance includes

- Ethics Guidance and Matrix
- Preliminary identification of priority groups for influenza vaccination and antiviral medications when supplies are inadequate to cover the population Alternate Standards of Care
- New Mexico Modular Emergency Medical System (NM MEMS)

Curry County/City of Clovis Responsibilities

Pandemic Influenza

Phases of Emergency Activities	Responding Agencies	Emergency Operations Center
Mobilization Phase	<ul style="list-style-type: none"> • Influenza Surveillance (WHO, CDC and NMDOH) • Incident Commander via NMDOH 	<ul style="list-style-type: none"> • Direction and Control function activating the EOC: • Establishing communications, issuing/sending out warnings. • Starting Initial Assessment.
Emergency Phase	<ul style="list-style-type: none"> • Curry County Incident Commander in-charge of the emergency. • Response agencies reducing the emergency. 	<ul style="list-style-type: none"> • EOC Coordinators fulfilling resource requests from the ICP. • EOC Coordinators anticipating problems, planning and direction plan implementation. • Starting Recovery Plan
Recovery Phase	<ul style="list-style-type: none"> • Response agencies finishing operations. • All response agencies shutting down and restocking resources and supplies. 	<ul style="list-style-type: none"> • EOC Coordinators implementing Recovery Plans. • Initiating cost recovery procedures.

Task	Primary Agency	Secondary Agency
Mitigation		
Influenza Surveillance	WHO CDC	NMDOH Public Health – Clovis Office Plains Regional Medical Center (PRMC)
Preparedness		
Create Continuation of Operations Plans (COOP) for local governments, hospitals, school and private industry.	Government Departments Private Industry	NMDOH FEMA PRMC The Salvation Army American Red Cross Private Contractors
Conduct Exercises/Drills	Curry County/City of Clovis Emergency Manager	Curry County/City of Clovis Government Departments PRMC The Salvation Army American Red Cross Cannon Air Force Base BNSF Railroad

Task	Primary Agency	Secondary Agency
		ENMR Plateau Utilities Private Industry
Provide accurate educational information to the public.	NMDOH Public Health Clovis Office PRMC	Curry County/City of Clovis Emergency Manager
Create resource/capabilities lists.	Curry County/City of Clovis Emergency Manager	
Response		
Provide Point of Contact with NMDOH during emergency	Curry County/City of Clovis Emergency Manager	
Provide accurate information update to the public	NMDOH	Curry County/City of Clovis Emergency Manager PRMC
Provide for PODS staffing	NMDOH Public Health Office	Curry County/City of Clovis Emergency Manager
Provide for security at PODS locations	NMDOH Public Health Office PRMC	Curry County/City of Clovis Emergency Manager
Access resources, supplies	NMDOH Public Health Office PRMC	Curry County/City of Clovis Emergency Manager
Surge Capacity Plans	NMDOH Public Health Office	
Public Safety/Law Enforcement	Curry County Sheriff's Office City of Clovis Police Department	NM State Police
Mortuary Services	NMOMI	
Food	Curry County/City of Clovis Emergency Manager	American Red Cross Baptist Disaster Relief The Salvation Army Local churches Local retail facilities
Mass Care Facilities		
Quarantine	NMDOH	Curry County/City of Clovis Emergency Manager
Recovery		
Recovery Plans	Curry County/City of Clovis Emergency Manager	
Cost Recovery	NMDOH County Manager/City Manager	Curry County/City of Clovis Emergency Manager Finance Departments
Resource Recovery	County Manager/City Manager	

Resources

Records of available resources are located in the Resource Handbook. All resources responding to the scene should be directed to the appropriate staging area. Incident Command and the Emergency Operations Staff in each functional area should coordinate and track resources and force labor, equipment and other expenses for possible disaster reimbursement(s).

Depending on the magnitude and length of the pandemic, the Incident Commander and EOC Director (if EOC is activated) will usually order resources. Common resources required for pandemic flu response include:

- Health & Medical (coordinates hospital, EMS, public health resources)
- Food (American Red Cross, Salvation Army, local churches, local retail facilities)
- Sheltering (American Red Cross coordinates all shelter in locations and operations)
- Law Enforcement (responsible jurisdiction's law enforcement coordinates scene security at shelter, hospitals and PODS.)

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ANNEX J – RECEPTION AND CARE

I. MISSION

To provide the human needs including reception, care, and shelter for the citizens of Curry County and out- of-county evacuees in the event of a natural, technological, and terrorist-related disaster.

II. SITUATION AND ASSUMPTIONS

A. SITUATION

i. Natural or Technological Disasters

- a. There are other disasters that may call for sheltering and care of large segments of the population. These include, but are not limited to, victims of HazMat incidents, tornadoes, and range fires.
- b. Pre-disaster sheltering is desirable, however, in most instances post-disaster sheltering will be necessary for those who have lost or are forced to evacuate their homes.
- c. Curry County has a 2015 population of 50,398 of which 39,373 reside in Clovis.

ii. Natural or Technological Disaster Shelters

- a. The American Red Cross (ARC) selects, staffs, and establishes shelters.
- b. The Lodging Unit Leader, as appointed by the Emergency Management Director (EMD), will coordinate shelter needs and locations with the ARC.

Consider:

- a. The Salvation Army
- b. Baptist Disaster Relief for additional support.
- c. The ARC is also responsible for providing shelter needs such as beds and feeding. In some cases, supplies will not be immediately available; therefore, it is up to the City or County to provide them to the best of their ability. It is the responsibility of the Lodging Unit Leader to coordinate with the Logistics Coordinator to obtain them.

- d. The Lodging Unit Leader will coordinate efforts with the ARC to assign trained staff to all public reception centers prior to opening them to the public.

iii. In-Place Shelters

In-Place sheltering may be used in the event of a short warning time. In the event a disaster strikes without warning, residents of Curry County may be informed to remain inside where they are.

Technological disasters such as a HazMat incident may occur suddenly precluding residents from evacuating. In these instances responders may decide it is safer to have residents' shelter in-place, rather than evacuate an area.

- Such a situation will be based on careful evaluation of the factors involved. Items to come under consideration will include: nature of the incident, type of chemical spilled, weather conditions, potential threats remaining toxic effects, etc.

B. ASSUMPTIONS

- i. During most emergencies, sufficient time should exist to enable residents to go to protective shelters.
- ii. Shelters may include, but are not limited to, motels, National Guard Armory, churches, public buildings.

III. CONCEPT OF OPERATIONS

- A. Evacuees and local area residents will be directed to a reception center for registration and assignment to lodging and feeding facilities. Reception may be performed in the lodging facility(s) for disasters causing a limited evacuation.
- B. When temporary lodgings and feeding facilities are opened, the following functions and staffing will be necessary. The ARC and TSAR will provide some; some are clearly functions of local government. The R&C Coordinator with the assistance of the ARC should marshal all available resources to provide:
 - i. Shelter Managers
 - ii. Registration of all individuals and families
 - iii. Food Service
 - iv. Triage and Mental Health Services
 - v. Maintenance of records
 - vi. Shelter maintenance
 - vii. Coordination of law and order
 - viii. Evacuee locator and welfare inquiry services
 - ix. Vehicle parking and security

- x. Shelter identification
- xi. Information to evacuees and staff
- xii. Public notification
- xiii. Procurement of supplies
- xiv. Management of donations
- xv. Critical Incident Stress Management

IV. ORGANIZATION AND RESPONSIBILITIES

The Lodging Unit Leader will be liaison between local government officials and volunteer organizations such as the Red Cross, Salvation Army, religious organizations, civic groups, etc.

- A. Red Cross Service Center, supported by state, regional, and national chapters, assists local government in care of evacuees. The ARC federal charter requires them to open (and close when necessary) shelters to serve the needs of the public. Local officials should work with the head of local ARC chapters to ensure their ability to respond as required.

V. ADMINISTRATION AND LOGISTICS

- A. The Curry County Manager and Clovis City Manager will assist the Lodging Unit Leader with administrative matters.
- B. All overtime, fuel, repairs, transportation, etc., used in support of a disaster must be documented in accordance with the State of New Mexico Disaster Assistance Programs, Local Government Handbook to ensure eligibility for disaster assistance. Records of supplies, materials, and equipment used will be maintained to assist in making a determination of resources remaining and support assistance requests.

VI. AUTHORITY AND REFERENCES

- A. Authority: See Base Plan, Section VII, A.
- B. References: See Base Plan, Section VII, B.

VII. PLAN MAINTENANCE AND DISTRIBUTION

The Reception and Care Coordinator is responsible for maintenance of this annex. Annex will be reviewed and updated annually and amendments will be distributed in accordance with the Base Plan, Section VIII.

VIII. GLOSSARY OF TERMS AND ACRONYMS

See Base Plan

ATTACHMENT

Attachment 1

Pets and Service Animals in Shelters

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ANNEX J – Attachment 1
Pets and Service Animals in Shelters

I. PURPOSE

- A.** To establish procedures for assisting, protecting and sheltering household pets (cats and dogs) within Curry County in the event of an emergency or disaster. The Pets Evacuation and Transportation Standards Act of 2006 requires that local governments plan for sheltering and care of household pets and service animals during emergencies where shelters are established.
- B.** Because of the wide variety of domestic and exotic animals that are maintained as pets, resources do not exist at the county level to provide adequate shelter for each species. Therefore this annex only addresses dogs and cats as household pets.
- C.** To address the needs of individuals with disabilities relying on service animals. The Americans with Disabilities Act (ADA) protects the rights of all individuals with disabilities and requires that State and local governments comply with Title II of the ADA in the emergency and disaster-related programs, services, and activities they provide.
- D.** The sheltering and protection of companion animals are the primary responsibility of their owners. When owners are unable to provide for the care and needs of their household pets and service animals, the local jurisdictions will provide assistance as outlined in the Pets Evacuation and Transportation Standards Act of 2006 (PETS) and FEMA DAP 9523.19.

II. SITUATION

- A.** Any disaster that threatens humans, threatens animals as well and it will be necessary to provide water, shelter, food and first aid.
- B.** Animal protection planning will ensure the proper care and recovery of animals impacted during an emergency.
- C.** Shelter locations may be required to provide domesticated animal control due to sheltered persons bringing their pets with them.

III. ASSUMPTIONS

- A.** An owner is responsible for the care, sheltering, feeding and transportation of their pet.
- B.** Because unattended pets may pose a risk to themselves and to the general public; Curry County, during such large scale emergencies, will implement this annex for animal disaster relief.

- C. Curry County has limited assets to care for animals during a disaster, therefore the assistance of local veterinarians, state agencies, federal agencies and volunteer organizations will be heavily relied upon.
- D. Shelters that have been established for disaster victims generally will not accept domestic animals. However, if an evacuee comes to the shelter with their pet(s), efforts will be made to assist in locating the domestic animal(s) away from the general populace and given proper care until other arrangements are made.
- E. Pet owners needing shelter for their animals will be directed to designated veterinary hospitals, kennels, boarding facilities, other private animal care shelters, area pet friendly hotels, or as a last resort to the City of Clovis Animal Control Facility.

ANNEX K - RESOURCES AND SUPPLY(Logistics)

I. MISSION

To establish requirements, survey and access resources, and procure emergency supplies and equipment, when needed, in order to enable local government to cope with natural, technological, or terrorist related disasters.

II. SITUATIONS AND ASSUMPTIONS

- A. Disasters affecting the local area will be funded by the City of Clovis and Curry County within budgetary limits.
- B. State and/or federal funding may be available to assist Clovis & Curry County government when disaster requirements exceed local resources.
- C. Utilities and private industry will cooperate fully with local government in coping with disasters or threats of disasters.
- D. During periods of increased preparedness, preparation for stocking of shelters will be coordinated with the ARC and Office of Emergency Management. All records pertaining to expenditures should be kept for later reimbursement by the state/federal government, if allowable, or as indicated under a declared disaster.
- E. In the event of implementation of crisis relocation, 35,000 evacuees from the CAFB and Curry County hazard area will be provided for in Quay & Roosevelt Co. Roosevelt and Quay County governments shall provide funding for their reception and care in congregate facilities and their continued care while residing in these facilities. Accurate records of expenditures will be kept and the federal government at a later date will reimburse all funds expended.
- F. **Food and Fuel:** In a disaster, existing food and fuel supplies within the county may not be adequate to support residents until the supply channels are reopened. Food and fuel stocks may be destroyed during a disaster, making early re-supply necessary. During a disaster, panic buying may ensue. To preclude this situation, the county and city may have to implement emergency ordinances.
- G. **Water:** Local water supplies are adequate to support residents. Disruption or contamination of the water distribution system may result in shortages. A major water disruption will require the use of water tankers and trailers.
- H. **Shelter:** Clovis and Curry County have adequate facilities which the American Red Cross (ARC) could use as shelter for people during a disaster. There are over 700 hotel/motel rooms in the Clovis area capable of housing approximately 1,000 persons. Feeding areas are available and will be set up by the ARC. Shelter in the event of national emergency is addressed in Annex J, Reception and Care.

- I. **Beds/Bedding:** There is a limited supply of bedding in local retail outlets. The ARC does not maintain a stock of beds and bedding. In a major evacuation, shortages may be noticeable, it is therefore important evacuees are instructed to bring their own bedding to the shelters.
- J. **Heating:** Curry County has an adequate supply of fuel. Disruption due to an emergency may temporarily leave some areas without fuel for short periods.
- K. **Clothing:** Local sources of clothing in local area retail outlets. If requests are made by local officials for donations of clothing, it is likely donations would arrive in the area. Care must be taken to specify types of clothing required.
- L. **Over the counter Medicine:** A two week supply of over-the-counter drugs is readily available in local drug stores. An influx of evacuees to the county could impact on this supply. Medicine is covered in Annex I the Health and Medical Annex.
- M. **Volunteers:** After most disasters, volunteers, with and without needed skills, will show up at disaster scenes. For these resources to be of value they must be organized. The Logistics Section is responsible for assigning and training volunteers.
- N. **Donations:** Donations must be properly warehoused, inventoried, and distributed in order to maximize benefits to recipients. The Logistics Coordinator is responsible for this activity. Every effort to have Non-government Organizations (NGO) take over donation management will be made.

III. CONCEPT OF OPERATIONS

- A. The Logistics Section will continually assess the potential need for and availability of all categories of resources. Logistics Section will stay in constant contact with other coordinators to ensure short-falls are addressed.
- B. The Logistics Section will recommend emergency ordinance action, such as rationing, purchase limitations, etc., to the respective county and city commissions. If necessary, the coordinator will train a back-up to assist in the R&S functions.
- C. **Mutual Aid Agreement (MAA):** If outside resources are required, the Logistics Section will first seek assistance from entities with whom MAA's have been previously executed. If no MAAs is on file, an MAA will be developed and maintained with any entity from which we may expect to receive resources. A copy of each MAA shall be furnished to the Emergency Management Director.
- D. Request for donations must be handled carefully and in cooperation with the Public Information Officer. It may be advantageous to ask concerned individuals to donate money rather than goods to church or volunteer organizations such as the ARC or Salvation Army.

- E. The Logistics Section is responsible for managing all resources regardless of their origination i.e., federal, state, mutual aid, etc. The coordinator must inform agencies who supply resources of the need to identify and track their respective equipment and supplies. If necessary, additional personnel must be trained to ensure that large volumes of resources and supplies are satisfactorily managed and warehoused. Food, fuel, expendable equipment, etc., expenditures must be managed from the start of the response phase. Contracting for services and materials must be accomplished in accordance with state and local statutes.

IV. ORGANIZATION AND RESPONSIBILITIES

- A. The Clovis, Curry County EOC Logistics Section Chief is appointed by, and will work with the, EMD to appoint functional assistants as required.
- B. The Logistics Section will operate from the Clovis, Curry County EOC. They are responsible for keeping a current list of securable warehousing and distribution facilities to be used for stockpiling and delivery centers depending on the nature of the disaster.
- C. The Logistics Section will work in close harmony with other Annex Coordinators to maintain a current inventory of all government and private, emergency response resources, i.e., personnel, equipment, materials, medical supplies, etc.
- D. The Logistics Section will notify the ARC of anticipated shelter needs (other than war emergency) if evacuation of an area appears imminent. With the assistance of the Logistics Section, the ARC will select and establish shelters and take necessary steps to feed evacuees.
- E. Establishment of **curfews, rationing, limitation on sales of products, closing of businesses, commandeering of vehicles and facilities, etc.**, will be accomplished through voluntary compliance. If this is not possible and ordinances are required to enforce compliance, both County and cities Commissions/Councils must pass the necessary ordinances for enforcement to be effective throughout the county.
- F. The Health and Medical and Human Services Coordinators and the Division of Senior Services and Library staffs should develop a list of **disabled, handicapped, elderly** and others who require assistance in event of an evacuation. Lists will be developed based on information from physicians, clergy, nurses, and welfare workers. Logistics, PIO, Health and Medical, and Human Services Coordinators will assist the Ground Support Unit Leader in assigning transportation to those in need of help, when an evacuation is necessary.
- G. The Fire and EMS Coordinator of each jurisdiction should develop and maintain a list of locations which store explosives and fuels for the Logistics Section.

If civil disturbances are anticipated, the Law Enforcement will warn industries and businesses storing explosives and liquid fuels to protect their supplies.

If commissions and/or councils wish to stop or limit sales of such materials, and voluntary compliance cannot be obtained, each jurisdiction must pass their own ordinances.

H. In the event of war emergency evacuation:

- i.** The Logistics Section will ensure that the PIO includes in their instructions to evacuees notices of items to be taken when evacuating, e.g., bedding, medicines, etc.
- ii.** The Logistics Section must pre-plan actions to reallocate and redistribute food supplies to shelter locations in host areas/counties. Coordinators must establish procedures, for distributors outside Curry County, and the state to re-route, and re-supply.
- iii.** Redistribution of drugs from county community suppliers must be pre-planned and coordinated with the Clovis/Curry County EMD and the host county EMD.
- iv.** Soil moving and lumber requirements for shelter upgrades should be planned and balanced against availability of equipment, labor, and lumber within the county and host communities/counties. Shortfalls should be pre-coordinated between Clovis/Curry County EMD and host county EMD to ensure redistribution resources. Use of NM IMAS procedures is encouraged.
- v.** Special vehicle needs (fire trucks, generators, police vehicles, etc.), must be determined and specific numbers provided to the EMD. Vehicles and equipment may be pre-designated for relocation to host community, or county locations upon evacuation.
- vi.** The Logistics Section will work with other coordinators to determine shortfalls in occupations and skills needed to assist in shelter upgrade (engineers, construction superintendents, heavy equipment operators, etc.). Other skills such as: doctors, dentists, nurses, medical technicians, pharmacists, experienced cooks, veterinarians, fire technicians, police, etc., essential to the population's comfort and welfare while in shelter for an extended period will also be determined.
 - 1.** Shortfalls will be coordinated between host and evacuating area Logistics Sections in order that individuals may be pre- designated for assignment to specific shelters.
- I.** The Logistics Section shall maintain working relations with private industry outside the County, who could provide manpower, materials, and service during a disaster.

Maintain on hand at all times, current phone numbers, for food wholesalers, lumber yards, heavy equipment leasing companies, medical suppliers, etc.

- J. The Logistics Section will pre-arrange with Public Works Coordinator, and private local companies for priority emergency equipment repair, including tire replacement.
- K. The Logistics Section will designate a staging area for storage, and staging of people, equipment, and materials.

V. ADMINISTRATION AND LOGISTICS

- A. The Curry County Manager and Clovis City Manager will assist the Logistics Section Chief with administrative matters.
- B. All overtime, fuel, repairs, transportation, etc., used in support of a disaster must be documented in accordance with the State of New Mexico Disaster Assistance Program, Local Government Handbook, thus ensuring eligibility for disaster assistance.

VI. AUTHORITY AND REFERENCES

- A. Authority: See Base Plan, Section VII, A.
- B. References: See Base Plan, Section VII, B.

VII. PLAN MAINTENANCE AND DISTRIBUTION

The Logistics Section is responsible for maintenance of this annex. Annex will be reviewed and updated annually and amendments will be distributed in accordance with the Base Plan, Section VIII.

VIII. GLOSSARY AND LIST OF ACRONYMS

See Base Plan

ATTACHMENTS

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ANNEX L – TRANSPORTATION

I. MISSION

To outline the requirements and responsibilities for emergency transportation of people, equipment, and materials in the event of a disaster.

II. SITUATIONS AND ASSUMPTIONS

A. SITUATIONS

- i. Local transportation resources would be stressed during a major disaster, particularly if it becomes necessary to relocate a major portion of the civilian population.
- ii. In any disaster, normal transportation routes may be shut off leaving segments of the population without a means of relocating.
- iii. In a major disaster, it may become necessary to evacuate hospital patients, nursing home residents, and/or school children from the hazard area.

B. ASSUMPTIONS

- i. Most evacuations will be accomplished in private autos.
- ii. Public (city, county, state, military) and private (schools, churches, private businesses, city vehicles) transportation resources shall be made available for evacuation during an emergency.
 1. Only publicly owned vehicles, having public employee drivers, may be used unless written agreements (memorandums of understandings) are in effect stating otherwise.
 2. Public Works should pre-arrange and maintain a list of vendors who may be used for vehicle repairs and tire replacement.
- iii. Law Enforcement will provide traffic control to facilitate the movement of vehicles.
- iv. A staging area under the control of the Logistics (R&S) Coordinator will be designated for storage and staging of people, equipment, and materials.

III. CONCEPT OF OPERATIONS

- A.** The Ground Support Unit Leader will continually assess the potential need for and availability of transportation resources. They will correct short-falls and notify on scene command of deficiencies. The Ground Support Unit Leader will work in cooperation within the Logistics Section to ensure staging areas are designated.
- B.** Publicly owned vehicles will be used whenever possible for transportation needs. In instances when additional vehicles are needed, the Ground Support Unit Leader will first contact entities with which pre- arranged mutual aid agreements (MAAs) have been developed.
 - i.** Such agreements should be coordinated with the Emergency Operations Center Director, or Deputy EOC Director.
 - ii.** For additional needs, the EOC shall contact the NM EOC for New Mexico Department of Transportation assistance when needed.
 - iii.** Private vehicles will only be used as a last resort.
- C.** During evacuation, Health and Medical Coordinator and the Human Services Coordinator will assist in identifying those persons needing transportation to shelters and reception and care areas.
 - i.** Staging areas and/or pickup points will be established to aid in an orderly evacuation.
 - ii.** Use of car pools and busses will greatly reduce congestion on evacuation routes.

IV. ORGANIZATION AND RESPONSIBILITIES

- A.** The Ground Support Unit Leader is appointed by the EMD and will work in cooperation with the EMD and Logistics Section in the EOC.
- B.** The Ground Support Unit Leader will maintain a listing of multi-purpose and special purpose vehicles for use in disaster situations (Resource Handbook).
- C.** As needed, agreements will be worked out with public school officials specifying the emergency situations and conditions under which school busses may be used.
- D.** Once a need for transportation is determined, the Ground Support Unit Leader will be informed and be responsible for providing such transportation.
- E.** The Ground Support Unit Leader will coordinate with the Public Works Coordinator for vehicle repair including tire replacement.

V. ADMINISTRATION

- A. The Curry County Manager and the Clovis City Manager will assist the Ground Support Unit Leader with administrative matters.
- B. All overtime, fuel, repair, transportation, etc. used in support of a disaster must be documented. Documentation must be in accordance with the *State of New Mexico Disaster Assistance Program, Local Government Handbook* to ensure eligibility for disaster assistance.

VI. PLAN MAINTENANCE AND DISTRIBUTION

The Ground Support Unit Leader is responsible for maintenance of this annex. Annex will be reviewed and updated annually and amendments will be distributed in accordance with the Base Plan, annex A.

VII. AUTHORITY AND REFERENCES

- A. Authority: See Basic Plan, Section VII. A.
- B. References: See Basic Plan, Section VII. B.

VIII. GLOSSARY AND LIST OF ACRONYMS

See Base Plan

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ANNEX M – HUMAN SERVICES

I. MISSION

To provide guidance about the types of support and assistance available to disaster victims, from State and Federal social, and welfare agencies.

II. SITUATION AND ASSUMPTIONS

A. SITUATION

- i. On a daily basis, the New Mexico Human Services Department (HSD) provides financial, medical, and direct food subsidy support to low income eligible families and individuals through local offices.
- ii. Additional services provided may include programs to the elderly, families, children, the handicapped.

B. ASSUMPTIONS

- i. Almost any disaster will increase the number of people in need of financial assistance.
- ii. A disaster affecting large numbers will exceed Field Office capability and require augmentation by the New Mexico, HSD.
- iii. Support from volunteer service/support groups will enhance service to disaster victims.
- iv. Providing timely welfare assistance immediately after a disaster will decrease tensions and reassure the public.
- v. State aid to individual disaster victims is very limited except through existing income and social aid programs. A disaster may increase the number of those eligible, but grants and loans may only available if the President declares a federal disaster area.

III. CONCEPT OF OPERATIONS

- A. Following a disaster, various branches of local HSD Field Offices will publicize services available to the public and expand operations to serve victims quickly.
- B. Local volunteer organizations, VOAD's and NGO's, will marshal resources to provide maximum assistance to disaster victims.
- C. Maximum use will be made of available assistance from all sources: private, charitable, and government. Various federal aid programs may be available to

qualified victims including temporary housing assistance from the Federal Emergency Management Agency (FEMA) and loans from the Small Business Administration (SBA).

- D. In the event of a large-scale disaster, local government officials may request state/federal assistance. The Governor may request federal funds for state use to make financial grants to disaster victims for whom other assistance is unavailable or inadequate.
- E. The HSD Field Office, Red Cross and other volunteer organizations will establish a Disaster Assistance Center (DAC) that will be set up to be easily accessible to disaster victims who may be without transportation. If possible, the DAC should be in or near shelters or care facilities. Types of assistance should be widely publicized in the predominate languages of the area.

IV. ORGANIZATION AND RESPONSIBILITIES

- A. The Local Office Manager of the County HSD Income Support Field Office should be the Human Services Coordinator.
- B. Initial responsibility to provide financial, medical, and food assistance to eligible disaster victims rests with the HSD County Field Offices of the Income Support.
- C. Local VOADS and NGO's, fraternal organizations, employers and other private agencies will work with county HSD Field Offices to relieve financial distress.
- D. The HSD Field Office, VOAD, and NGO's should establish DAC/DAC's in or near the location where disaster victims are sheltered. Workers will tell each disaster victims about all available aid. Local aid representatives will be present.
 - i. Insurance: If any disaster loss is covered, volunteers will assist in applying for benefits.
 - ii. Private grants or loans: The Red Cross, Salvation Army, church groups, fraternal organizations, and private agencies should first try to meet needs.
 - iii. Temporary Housing Assistance: Home repair and rental costs may be provided by FEMA. Workers will assist with applications.
 - iv. Business Loans: Small businesses may be able to obtain loans from the Small Business Administration (SBA) to offset disaster damage. Workers will assist in preparation of applications.

- v. Farm Loans: Farmers may be eligible for emergency loans from the Farmers Home Administration (FMHA) for home and personal property losses. Workers will assist with applications.
 - E. Following a disaster which adversely affects large numbers of people, the City and/or County Commissioners may ask the Governor's Authorized Representative (GAR) to recommend that the Governor request the President declare a federal disaster area.
 - F. After a federal disaster area declaration, the HSD Income Support Division administers the Individual and Family Grant (IFG) Program that the Governor must first implement. This is 25% state/local funded and 75% federal. The IFG provides grants to disaster victims unable to meet necessary expenses or serious needs. Assistance may be provided for the following:
 - i. Housing
 - a. Repair/rebuild/replace homes or mobile homes.
 - b. Repair/replace access roads, culverts, etc.
 - c. Clean or sanitize.
 - d. Remove debris.
 - e. Protect against further damage.
 - f. Flood plain compliance.
 - ii. Personal Property
 - a. Clothing
 - b. Household items, furnishings, or appliances.
 - c. Tools/specialized items required as condition of employment.
 - d. Repair or clean personal property.
 - e. Move and store personal property to prevent or reduce damage.
 - iii. Transportation
 - a. Repair/replace/provide privately owned vehicle.
 - b. Provide public transportation.
 - iv. Medical or Dental
 - a. Disaster related expenses.
 - v. Funeral Expenses
 - vi. Other
 - a. The state may cover necessary expenses.
 - vii. Assistance amounts should not be duplicated.
 - G. When the Governor implements the IFG Program, the Deputy Director of the HSD Income Support Division becomes Grant Coordinating Officer (GCO) and takes over and establishes the DACs. (This may be done in absentia.)

- H. The GCO will publicize availability of DACs through all available media.
- I. Centers will be operated by charitable and volunteer organizations, representatives of FEMA, SBA, FHA, insurance company representatives, and HSD Income Support Division disaster assistance experts.
- J. FEMA also provides DAC registration/application staff.
- K. The GCO will instruct representatives at each DAC to steer applicants to proper agencies, answer questions, verify eligibility, and process applications.
- L. The GCO will ensure the confidentiality of information.

V. ADMINISTRATION AND LOGISTICS

Administration of the IFG Program will be in accordance with the New Mexico IFG Program Administrative Plan.

VI. AUTHORITIES AND REFERENCES

- A. Authorities: See Base Plan, Section VII, A.
- B. References: See Base Plan, Section VII, B.

VII. PLAN DEVELOPMENT AND MAINTENANCE

- A. The Human Services Coordinator is responsible for maintenance of this annex. Annex will be reviewed and updated annually and amendments will be distributed in accordance with the Base Plan.
- B. This annex will be exercised in conjunction with other annexes to this plan.

VIII. GLOSSARY OF TERMS AND ACRONYMS

See Base Plan

ATTACHMENTS

Attachment 1 Functional and Special Needs Care

ANNEX M - Attachment 1
Functional and Special Needs Care

I. PURPOSE

- A.** To define the guidelines for handling special needs population who may need additional assistance during any man-made or natural emergency situation within the City of Clovis/Curry County. Establish a framework within agencies for the individuals responsible for planning for, responding to, and recovering from disaster and emergencies, so that they might carry out their duties more effectively as they seek to assist those affected. Further define the roles and responsibilities for those City of Clovis and Curry County departments working with special needs population during an event and to provide information and technical assistance to local jurisdictions to more effectively support persons with special needs populations in their communities.

II. SITUATION

- A.** The City of Clovis/Curry County is subject to many potential disasters such as severe weather, floods, fire, and extreme high wind storms that could endanger large numbers of people (see Basic Plan). The City of Clovis/Curry County recognizes that people with special needs may require additional assistance with medical services, equipment, supplies, shelter, transportation, communication support, and so on.
- B.** Local Government faces special challenges in identifying, locating and responding to the varied special needs associated with a significant number of the persons who reside in or visit the City of Clovis/Curry County. The population is diverse, frequently changes and has many reasons for being reluctant or hesitant to identify themselves as having special needs.
- C.** The special needs population includes individuals with physical, mental, sensory, cognitive, cultural, ethnic, socio-economic (including homeless), age citizenship status, or any other circumstance creating barriers to understanding or the ability to act/react as requested of the general population during all phases of emergency management.
- D.** Special needs operations are under Emergency Management /EOC direction and control for the City of Clovis/Curry County (local jurisdictions). Emergency response and human services agencies must design specific preparedness, communications, and response and recovery strategies to accommodate the needs for their client population.
- E.** A proactive approach including education and preparation of the special needs community will improve the effectiveness of response efforts for people with special needs in emergency situations.

- F. City of Clovis/Curry County departments, including Emergency Management, Senior Services, and Public Health, do not have the staff/employees or time management ability to prepare for mass numbers of displaced special needs population through volunteer registry management. City of Clovis/Curry County will depend on special needs population agencies and facilities to manage the needs of their clients through encouragement of individual preparedness education, agency and facility preparedness planning, and follow-up with clientele preceding a major disaster.
- G. Many people who are self-sufficient are dependent on tools and/or medicine to sustain their self-sufficiency. All persons are encouraged to create contingency plans for their own emergency preparations.
- H. It is recognized that any person at any time may need additional assistance to evacuate during a disaster. Therefore, all persons within the county are encouraged to self-identify with Emergency Management if they have a known condition which would prevent them from being able to self-evacuate during an emergency. Furthermore, it is the responsibility of the individual to update Emergency Management if their situation changes or their location changes.
- I. Awareness and response to emergency situations commonly begins with recognition of its existence through direct observation or through organized public service announcements by radio, telephone, television, loudspeaker, or by being informed by a friend or family member. Conventional response usually involves special planning and/or positive action as necessary to accommodate the problem. A portion of the population cannot hear, or cannot see or are not fully mobile or able to comprehend the problem or suffer from some other disability, and therefore must receive special consideration in times of emergency.

III. Assumptions

- A. Individuals with special needs will require assistance only after exhausting their usual resources and support network. It is expected that those support networks will continue to coordinate resources, develop call lists, and continue preparedness discussions for on-going development of response plans.
- B. The City of Clovis and Curry County's ability to provide for individuals with special needs is extremely limited.
- C. The media (radio, TV, internet), augmented by personal contact with family and caregivers, is the most common source of current information for persons with special needs. In some cases, the nature of their impairment may well be a barrier to such a flow of information. In other cases they may, for a wide variety of economic, social, and physical reasons, be denied access to these more common sources of warning and information. Ordinary procedures routinely

utilized by responders, care givers, and emergency managers may not suffice for those of special needs. Routine practices must therefore, be adjusted accordingly.

- D.** All persons respond as directed by local officials.
- E.** Health care providers are accustomed to address individuals with special needs and will continue to support health care delivery needs of these individuals – as part of health care delivery and, in the event of an emergency, as defined within regional and provider-specific emergency preparedness plans.
- F.** Failure of public officials, human service agencies, and communities to consider and incorporate special needs planning and preparedness into emergency operation plans increases risk of failure and shortcomings in response and recovery operations.
- G.** Disruption to specific services has devastating results to individuals with special needs.
- H.** The American Red Cross (ARC) will be the primary agency for the establishment and management of shelters within the City of Clovis/Curry County and for the registration and record keeping for all people at those established facilities/shelters along with any other documentation required according to their criteria to establish shelter facilities.
- I.** ARC shelters may not be equipped with adequate staff or equipment to handle some special needs situations. Care must be taken to not place segments of this population in a shelter without another person responsible for total care of the individual. Alternate sheltering may be required and should be planned for. Such sheltering is not the responsibility of the ARC.

IV. Concept of Operations

A. General

- i.** All response activities will be managed and documented using NIMS as a basis for the Incident Command System (ICS) structure in compliance with Homeland Security Presidential Directive 5 (HSPD5) as outlined in the NIMS plan for the county.
- ii.** City of Clovis/Curry County, using local resources, will provide emergency response services as able, to those special needs population agencies and facilities that recognize and accommodate special needs, and expedite requests for assistance to the state (access) to needed services until routine assistance is re-established.

- iii.** City of Clovis/Curry County Emergency Management is not able to maintain lists of individuals potentially needing additional assistance during emergency operations nor a list of resources required for each type of special need. These lists should be obtained at the time of an event. Under no circumstances will the identification, address, phone number, disability, or other information pertaining to persons with Special Needs be divulged to unauthorized persons.
- iv.** City of Clovis/Curry County Emergency Management will attempt to identify and designate individuals with special skills necessary to assist the special needs population in partnership with special needs population agencies. The City of Clovis/Curry County Emergency Management will attempt to coordinate with private sector vendors to provide essential adaptive equipment and supplies to assist individuals with special needs during disaster events. (Maintenance of resource inventories, both human and material, may be needed to assist person with Special Needs. Resources to be considered should include government at all levels, volunteer agencies, the private sector, and those maintained by the individual.)
- v.** If people with special needs are affected by an incident, both the individual and the all local jurisdictions including The City of Clovis/Curry County share responsibility to meet their needs. The local authority must respond and address these needs beyond the capabilities of individuals. The needs of some persons may be met within their current residence. Others may need assistance with evacuation. With individuals who are displaced from their homes by the disaster situation, mass care shelters are generally not set up to handle people with special needs. Coordination is necessary among officials to ensure shelters for persons with special needs are available (open,) with an attempt to have sufficient resources to assist people with special needs, and are ready to receive evacuees. Shelter officials should be advised about the duration of evacuation and when to close the shelters (see Reception and Care Annex).
- vi.** The City of Clovis/Curry County Emergency Management will work to develop standard operating guides (SOGs) that anticipate potential impediments to providing assistance to special needs populations.
- vii.** City of Clovis/Curry County will depend on special needs population agencies/department staff and first responders to be trained in the use of specialized mobility equipment such as wheelchair lifts and in moving persons who are totally immobile or bedridden, and also to encourage identification of relatives or neighbors who may be readily available to assist in an evacuation is also highly desirable.

- viii.** Basic protection options, in-place sheltering, and evacuation are the same for Special Needs persons as for the general public. The unique requirements of Special Needs persons must be given careful consideration during the process of selecting shelters and reception and care centers. These factors are identified under Mass Care Operations and Human Services section of this plan.

- ix.** Operating Time Frames -Actions to be taken by operating time frames refer to the general responsibilities in the Basic Plan. The following agency-specific responsibilities may also be addressed:
 - 1. Awareness**
 - a.** City of Clovis/Curry County Emergency Management encourages each department, agency, and/or division, and local jurisdiction, who are (is) responsible for collecting, analyzing, and disseminating information to its staff that anticipates requirements to assist the special needs population and allows the staff to react effectively in an emergency.
 - b.** Integrate emergency planning needs into all existing local programs, policies, and plans.
 - c.** Develop methods and planning activities to eliminate necessity to exercise this annex.

 - 2. Prevention**
 - a.** Promote and advocate values and practices that recognize and respect the legal and human rights and strengths of persons with special needs.
 - b.** Comply with Health Insurance Portability and Accountability Act of 1996 (HIPAA) standards.

 - 3. Preparedness**
 - a.** It is suggested that departments, agencies, or divisions with task assignments for assisting the special needs population develop SOGs.
 - b.** Develop Emergency Public Information (EPI) materials for preparing to meet the special needs of diverse populations at the local jurisdiction level.
 - c.** Exercise special needs population SOGs and plans.

- d. Establish mutual aid and memorandums of understanding (MOU) with agencies and public/private partnerships.
- e. Coordinate Disaster Recovery Partnership to develop or coordinate service delivery and identify gaps.

4. Response

- a. Information regarding evacuation will be distributed using multiple means to increase the likelihood of all residents being informed of an evacuation.
- b. For those who do not have transportation and are housebound, evacuee pickup points may be established, as able. Buses or other transportation may be provided and evacuees will be transported to established assistance centers, as able.
- c. For persons who are housebound, as able, a phone line will be established and published for those people, their neighbors, or families to call in and request assistance. A database of name, location, phone number, medical or other special considerations which will be needed to plan for the evacuation of these people will be established and shared with the planning and operations sections.

5. Recovery

- a. Assess continuing needs of agencies involved in recovery, and work with the Public Information Officer (PIO) to communicate those needs.
- b. When requested and able, provide assistance to the special needs population in returning to their homes.

V. Direction and Control

- A. Organization and Assignment of Responsibilities. Caring for special needs population is the primary responsibility of local jurisdictions.

- i. Clovis/Curry County Emergency Management:

- 1. Provide for considerations of the special needs of the population in emergency planning throughout the county. Ensure that such considerations encompass the special needs of pets and livestock in addition to transients and others with unique needs or

disabilities. All special needs population activities will be coordinated through the City of Clovis/Curry County EOC for the unincorporated areas of Curry County.

2. As able, assist Clovis Senior Services Division with development of an inventory of all agencies that represent and provide services to persons with Special Needs in City of Clovis/Curry County. Will periodically review and evaluate those agencies emergency preparedness plans to determine the adequacy of their emergency response procedures.
 3. As able, develop cooperative agreements between agencies serving persons with Special Needs for the provisions of specialized vehicles and trained drivers to evacuate persons with Special Needs and to provide trained support personnel at shelters designated for persons with Special Needs.
 4. Recruit individuals/organizations to provide services to the special need population during all phases of emergency management.
 5. Promote development of local emergency operation plans to address the special needs population for cities, other agencies, and departments.
 6. Seek to involve those with experience and those with specialized needs themselves in the emergency planning process, particularly as it relates to evacuation, the provision of shelter and matters of recovery.
 7. Consider specialized requirements for transportation, rescue and shelter when planning for emergencies. Such consideration will be required for pre-incident planning, incident response, and post-incident recovery.
- ii. County Public Health and County Mental/Behavioral Health
1. Coordinate emergency planning with the Program Manager of Emergency Management and such other agencies and officials as may be appropriate to meet special needs.
 2. Medical – Services at shelters for illnesses and injuries to people will be provided by local Emergency Medical Service (EMS) through 911 as necessary. Medical services for people will be coordinated with local medical service providers.
 3. Behavioral – Emergency behavioral services at shelters for response to people with these specific needs will be provided by

Mental Health Counselors, as available, through Behavioral Health services as necessary. These services will be coordinated through The City of Clovis/Curry County EOC.

iii. Clovis Police Department

- 1.** Animal Control – Pet owners primarily seek specialized emergency information for pets and other animals from their veterinarians. Secondary sources include the various media, books, pamphlets, brochures, and the internet. Nevertheless, emergency managers will be expected to make appropriate provisions for such animals and include procedures to care for them during all phases of an emergency to the extent that available resources will permit. Pet and livestock owners rarely include considerations of this nature when making their personal emergency plans, yet this will be a significant factor in disaster response operations in the event of an emergency.
- 2.** Ensure that a veterinarian representative to The City of Clovis Animal Control is available and active throughout all phases of an emergency.
- 3.** Security – Security at each shelter will be provided by American Red Cross personnel. Local Law Enforcement shall be contacted through 911 as necessary to preserve order and protect people and assets at these facilities.

iv. American Red Cross

- 1.** Emergency Management will maintain a close working relationship with the American Red Cross (ARC) Chapter serving City of Clovis/Curry County based on mutual cooperation and professional needs.
- 2.** Local government may request assistance from the ARC to already have in place those agreements necessary to secure sheltering and feeding of a majority of those persons displaced. That reliance may also include provisions for caring for the Special Needs Population. The ARC is mandated by Federal declaration to provide those needs to include; sheltering, feeding, and trained personnel to manage shelter operations.

v. Individual Responsibilities

Persons with Special Needs are responsible for being aware of their own particular warning, evacuation, and sheltering needs.

1. Registering themselves with the local emergency services organization if they require special warning procedures, evacuation assistance, or special shelter facilities.
2. Developing and maintaining a personal 72 hour supply kit including stocks of supplies, food and water, equipment, medication, extra oxygen, eye glasses, hearing aid, etc.
3. Being aware of county and municipality warning procedures, evacuation plans, and shelter locations, when activated.
4. Developing a personal communication plan including who to call for help evacuating.
5. Developing a person support plan including personal friends/family that will assist you in a disaster with issues such as food, shelter, and evacuation.
6. Include the needs of service animals in your planning efforts.
7. Include plans for special medical needs such as dialysis.

VI. Administration, Continuity of Government, and Logistics

A. Administration

Refer to the Basic Plan.

B. Continuity of Government

Lines of Succession – refer to the Continuity of Government Support

C. Logistics

i. Transportation

Accessibility is the key in providing for access to modes of transportation and the various forms of shelter which may be provided. Until such time as all shelters have accessible parking, exterior routes, entrances, interior routes, toilets, provisions for refrigeration of medications and other back-up power requirements and the like, emergency managers will need to widely publicize to the public and to the response community the locations of the most accessible emergency facilities and what capabilities and limitations may be associated with each.

ii. Evacuation

Consideration of procedures and facilities to accommodate people with disabilities who use service animals so that they will not be separated from these important aids must be included in planning and response throughout all phases of disaster and emergency management in the evacuation and sheltering process. Reference Annex L and Annex N of the City of Clovis/Curry County EOP for further instructions for Transportation and Evacuation.

D. Communication, Warning & Notification, and Public Information

i. Communication

Communications are a critical factor throughout all phases of disaster and emergency planning and response, particularly when individuals possessing special needs are involved. And yet, traditional means of exchanging information, particularly as regards notification methods, are frequently not accessible to or usable by people with disabilities. Such a flow of information is crucial to ensure that all citizens will have the information necessary to make sound decisions and take appropriate, responsible action. Often using a combination of methods will be more effective than relying on one method alone. Combining visual and audible alerts, and directions and notifications will reach a greater audience than either method would by itself. Emergency managers and responders will need to be sensitive and innovative. The American Red Cross should be maintaining multiple means of communication to include: land based phone lines, two way radios, ARES/RACES radios, and wireless phones. The primary telephone number to contact City of Clovis/Curry County Emergency Management Operations Center is 24/7.

ii. Warning & Notification

Emergency Management may assist with the development of a communications network among the agencies that serve persons with Special Needs, for the purpose of augmenting the dissemination of warning and evacuation orders to individuals who will require special assistance.

iii. Public Information

Local jurisdictions develop the ability to disseminate information and instructions to the special needs population via radio, television, and other available media as necessary. Measures to reach individuals with special communication needs – including hearing impairment, inability to comprehend the English language, and so on – must be established. Communicated information should include immediate actions to be taken and other pertinent information. Development, testing, and use of

systems to provide alert or warning to Special Needs persons in emergency situation should include but not necessarily be limited to:

1. Captioned television
2. Commercial radio alert system (EAS)
3. Telephonic devices for the deaf (TDD)
4. Standard warning systems such as sirens, klaxons, and public address loudspeaker systems
5. Individualized house to house notification by law enforcement, fire, or other emergency response personnel

E. Mass Care Operations & Human Services

Primary responsibility for providing for the needs of the Special Needs population during times of emergency or disaster rest with County or City Government. These jurisdictions are charged with the protection of life and property for ALL segments of Curry County and is inherent in the trust placed on elected officials of each jurisdiction to carry out those expectations. Local government may request assistance from the American Red Cross to already have in place those agreements necessary to secure sheltering and feeding of a majority of those persons displaced. That reliance may also include provisions for caring for the Special Needs Population. The ARC is mandated by Federal declaration to provide those needs to include: sheltering, feeding, and trained personnel to manage shelter operations. Identification of shelters suitable for persons with Special Needs: Basic protection options, in-place sheltering, and evacuation are the same for Special Needs persons as for the general public. The unique requirements of Special Needs persons must be given careful consideration during the processes of selecting and reception and care centers. These factors include:

- i. Ramp entrances and exits
- ii. Accessible restrooms
- iii. Refrigeration for medications
- iv. Emergency electric generator for respiratory and other equipment
- v. Availability of oxygen
- vi. Facilities for accommodating a guide dog

F. Human Services - Identification

There are common problems in the identification of disabled and elderly which emergency managers must appreciate. As a rural county of small population, most of those suffering from some form of impairment are known to the community in which they reside. As the county grows, however, there will be more than likely an increasing trend toward anonymity. New or seasonal persons may not be known by the community at large. Some special needs person may avoid being identified as such because they fear heightened vulnerabilities to

crime or they may fear social discrimination or threat to their employment if their disability is revealed. And some just do not want to accept their limitations. Many of the persons having special needs may be involved in full or part-time care. Clinics, hospitals, retirement homes, and licensed care facilities form the core of support for the special needs population. Many receive care in their own home or those of family and friends, however. Organizations such as “Meals on Wheels,” local churches, and senior citizen agencies may be of assistance here, as may the Public Health and Mental Health Departments. All persons within the county who are identified as special needs population and have a known condition which would prevent them from being able to self-evacuate during an emergency are encouraged to self-identify with Emergency Management.

G. Animal Services

In the event that the individual and the animal cannot be separated due to the individual’s handicap, every attempt to shelter the assistance animal with the individual will be made by providing shelter apart from the main population in the same facility, room or area.

VII. Annex Development and Maintenance

- A.** The City of Clovis/Curry County office of Emergency Management will assume the primary responsibility for this annex with the assistance of Public Health under the health section; American Red Cross under the shelter and feeding section, Clovis Police Department and the Sheriff’s Office under the evacuation and transportation section of this annex and its SOPs. All other agencies will perform their respective functions.
- B.** Emergency Management will exercise and evaluate aspects of the emergency operations plan to assure that they are appropriate, practical, and flexible in addressing the requirements of Special Needs persons.

ANNEX N – EVACUATION

I. MISSION

The purpose of this annex is to provide for the orderly and coordinated evacuation of approximately 40,000 persons from Clovis/Curry County to Quay and Roosevelt Counties should the need arise due to natural, war related, or Hazardous Material incident (HazMat), or other man-caused emergency situation.

II. SITUATIONS AND ASSUMPTIONS

A. SITUATION

- i. Disasters can occur slowly, providing ample time for warning and an orderly evacuation, other disasters can occur so rapidly there will be no time for preparation and possibly no time for even issuing warning.

Small scale, localized evacuations may be needed as a result of HazMat incidents, major fires, transportation accidents, earthquakes, and tornadoes.

Locations, with the most likelihood for evacuation are those areas adjacent to US highways, State Roads, pipeline systems, and Railroad tracks. Maps are in the Base Plan, SOP 2.

Potential evacuation areas due to disasters such as flood, tornado, HazMat incident, wildfire, etc., include all jurisdictions in the county.

- ii. Evacuating an at-risk population from a hazard area can save lives when done in an orderly and timely manner. Even small evacuations, executed without the prior planning and training of those directing the movement, will result in chaos, misdirection, and confusion.
- iii. Basic information on numbers of people in the hazard area and any special needs of that population will significantly improve the chances of a successful evacuation. This data is available from the Curry County 2010 census information.
 - a. When advance warning for a local emergency is issued, such as flooding, it is likely that 50% or more of the population will evacuate before an evacuation order is given. Most of these evacuees will seek shelter with friends or families rather than in a designated shelter.
 - b. Approximately 75% of hospital patients will be able to evacuate on their own or with household members. Approximately 15% will need assistance such as ambulances, vans and busses with lifts, medical escorts, etc. Approximately 10% cannot be moved

and will have to stay in place along with hospital staff to care for them. When possible, these patients should be moved to consolidated facilities.

- c. Approximately 10% of the evacuees will be essential workers and their families. This group would be evacuated first and sheltered in the closest shelters since they will have to be shuttled back into the risk area to maintain or restore vital services.
- iv. Some people will refuse to evacuate in spite of obvious life-threatening hazards.
- v. During any evacuation situation, those directing emergency operations must take extra precautions to ensure people with special needs such as elderly, handicapped, nursing home, hospital patients, prisoners, etc., are properly supervised.
- vi. An evacuation of the Curry County Detention Center will require assistance from the Curry County Sheriff's Office and the New Mexico State Police to relocate prisoners to other correctional facilities. The National Guard may provide transportation if the County Commission declares a disaster and asks the Governor for assistance. The Curry County Detention Center will have evacuation plans of its own and should ensure they do not conflict with this plan.
- vii. Evacuation routes from Curry County jurisdictions are US Highways and State Roads. Maximum traffic capacity is approximately 2400 passenger cars, per hour, per lane of traffic, at 33 MPH. Commercial vehicles or adverse weather may reduce traffic flow. See maps in Base Plan, Attachment 2.

Evacuation Routes

Clovis: South to Portales along US Highway 70
North to Broadview along SR 209
East to Texico along US Highway 60/70/84
West to Melrose along US Highway 60/84

Texico: West to Clovis along US Highway 60/70/84
Northeast to Friona along US Highway 60
Southeast to Muleshoe along US Highway 70/84

Melrose: North to Forrest along SR 268
South to Floyd along SR 267
East to Clovis along US Highway 60/84
West to Fort Sumner along US Highway 60/84

Grady: North to Wheatland along SR 469
West to Ragland along SR 209
East to Bellview along SR 241

- viii. Manmade disasters such as a HazMat incident may occur suddenly precluding residents from evacuating. In these instances, the Incident Commander or NMSP Emergency Response Officer (ERO) may decide it is safer to have resident's shelter in-place rather than evacuate an area. Such a situation will be based on careful evaluation of the factors involved. Items to come under consideration will include nature of the incident, type of chemical spilled, weather conditions, and potential threats remaining toxic effects, etc.

B. ASSUMPTIONS

It is assumed that the public will both receive and understand official information related to evacuation. The public will act in its own interest and evacuate hazardous areas when advised to do so by local authorities. If it becomes necessary, local authorities will order and carry out a mandatory evacuation in the public's best interest.

The American Red Cross will select and provide shelters during all but war related emergency evacuations. Evacuees will be housed in public-type buildings, for example Gyms and churches, etc.

III. CONCEPT OF OPERATIONS

- A. There are several factors that must be planned when evacuation is considered; among them are the basic characteristics of the disaster itself. These include magnitude, intensity, nature, spread and duration. All are significant elements of a disaster that need to be considered.

These elements will determine the number of people to be evacuated, the conditions under which the evacuation takes place, and the time and distance of travel necessary to ensure safety. A most important element is the availability, capacity and vulnerability of evacuation routes along with suitable receiving facilities and environment. Mass modes of transportation are very important, and must be available as well as providing for special transport, i.e., elderly, handicapped, prisoners, patients, etc.

- B. In the event Curry County is affected by an emergency/disaster related situation, Quay and Roosevelt Counties will be called upon to act as reception area for approximately 50,000 evacuees from Curry County.
- C. The Emergency Operations Center (EOC) will normally have been activated due to a disaster event. If activation is due to nuclear threat, Curry County will

activate the EOC. The Emergency Management Director (EMD) coordinates evacuation support activities.

- D.** In event of an emergency/disaster-emergency, the EOC in Curry County will activate to supervise reception and care of those county residents assigned to stay in the county. EOC's outside the high-risk area (i.e., Quay and Roosevelt) will activate to supervise evacuation to the host areas. In an evacuation involving more than one county, the State EOC will coordinate the entire operation using the New Mexico Population Allocation Plan. This will be coupled with other resources, such as the American Red Cross, The Salvation Army, etc., to plan evacuation movement. This should preclude overuse of the same routes by evacuees from two or more areas.
- E.** The Chief Elected Official of the affected jurisdiction will normally order evacuation due to natural or man-made hazards including HazMat incidents as specified in NRT-1.

Where rapid evacuation is critical to continued health and safety of the population, the on-scene command (Fire and Rescue and/or Police) authority may order evacuation. For example, the first responder to a HazMat incident should initially evacuate the area 2,000 feet around the scene until the true danger of the incident is determined. Greater distances may be evacuated later with involvement from higher authority.

- F.** If time permits, in a nuclear threat evacuation, the EOC will ensure evacuees are instructed to take bedding, cots, sleeping bags, rugged clothing for two weeks, and a supply of easily prepared foods, medical items, etc.

Use all possible news media to instruct evacuees. Pass preparation instructions through the Emergency PIO when it first appears evacuation may be necessary.

- G.** Movement/Transportation of Evacuees (See Attachment 1)
 - i.** Primary evacuation will be in private autos.
 - ii.** Evacuation routes for natural or man-caused disaster requiring less than total evacuation will be selected by law enforcement officials at the time the evacuation decision is made.
 - iii.** The primary evacuation route from the nuclear attack high-risk areas will be as described above. If other routing is required, law enforcement will select the best routes available at the time, based on weather conditions, road conditions, etc.
 - iv.** In the event of statewide evacuation the State EOC will coordinate evacuation. Host jurisdictions will be given as much warning as possible.

Routing around, congested, obstructed, etc., areas will be coordinated by the State Police, Highway Department, etc.

- v. Two-way traffic will be maintained on evacuation routes in order to allow emergency vehicles' access, where possible. Traffic control points will be located on an as needed basis for anticipated traffic volume and complexity of evacuation routes.
- vi. If rest areas are necessary along evacuation routes they will be designated by Law Enforcement. Law Enforcement will coordinate with wrecker services to clear disabled vehicles. Evacuees along with disabled vehicles will be taken to rest areas, for bus or truck transportation.
- vii. NM Highway Department will provide barricades and signs as needed. They will be responsible for ensuring the safety of all state and federal highways for evacuation following a disaster. The County Road Department is responsible for determining the same for county roads; Public Works Departments will maintain safety of municipal streets and roads. In large-scale disasters, problems must be forwarded to the State EOC in order to coordinate all evacuations.
- viii. The Transportation and Logistics Coordinators will coordinate the need for transportation, i.e. school buses, vans, multi-purpose, etc. Coordination is necessary to ensure individuals without private transportation and the elderly, infirm and handicapped is transported to assigned congregate care facilities or fallout shelters.
- ix. Prior coordination between high-risk/evacuation area EMD and host area EMD for specific evacuation plans is essential. This includes having evacuating area to provide additional equipment and operators to upgrade shelters, etc.
- x. Clovis Hospital(s) by prior agreement and coordination, ensure that critical patients are relocated to other area hospital(s).
- xi. Local ambulance services will evacuate non-ambulatory patients from area nursing homes. The Ground Support Unit Leader will assist with transportation if requested. The Director of Senior Services Division working in concert with the Library Director should maintain a list of nursing homes, shelter care homes, etc. In addition, they will maintain points of contacts, i.e., doctors, churches, welfare organizations, etc., for the addresses of other people who need special care.
- xii. The School Superintendent will evacuate Public Schools by public or privately contracted school buses if necessary. If sufficient time permits, parents will be requested to pick up their children. This will avoid

separation of parents and children and release valuable transportation resources for other needs.

xiii. The Sheriff's Office and the Jail Administrator are responsible for evacuating prisoners. These two agencies will coordinate reception and shelter of prisoners at the facilities they will be going to and will ensure security of prisoners in route.

xiv. During evacuation, problems are likely to occur. Plans for temporary sheltering and feeding of evacuees must be considered.

H. The Lodging Unit Leader must coordinate with agencies/jurisdictions to identify essential workers. Essential workers should be housed with their families and must be housed in facilities near their work location to permit ease in returning to perform essential work. Public Works and the Transportation Unit will provide the necessary transportation to and from high-risk areas.

I. It is the responsibility of the Chief Elected Official to make the re-entry decision after the threat has passed and the area is cleared and found free of contamination. This includes that the plume of a HazMat incident is completely dissipated. Fire, Law Enforcement and the utility personnel will inspect the area for safety. Specific considerations include:

- a.** The threat causing the evacuation is completely over.
- b.** There is no contamination or a safe level exists.
- c.** Homes and building have been inspected for safety.
- d.** Determine the number of evacuees who require transportation to their homes.
- e.** Determine the need for long-term housing requirements.
- f.** Coordinate traffic control and movement.
- g.** Inform the public of the proper re-entry actions, for example, cleanup, re-activation of utilities, etc.

IV. ORGANIZATION AND RESPONSIBILITIES

A. Evacuation Coordination: The Operations Section Chief, with approval of the County Manager and City Manager, shall assign Law Enforcement the responsibility of Evacuation Coordinator. The Evacuation Coordinator will work with the American Red Cross (ARC), The Salvation Army, Radiological Coordinator, Lodging Unit Leader, Ground Support Unit Leader, Senior Services Division Director, etc. The Evacuation Coordinator will:

- i.** Obtain records of the jurisdiction population by Block Group and Census Tracts using the resources of the Eastern Plains Council of Government. This information will provide other data, i.e., households, ages, ancestry, school enrollment, etc., on the population. Additional information

needed will include, numbers in hospitals, nursing homes, detention centers, and the assistance needed to evacuate.

- ii. Designate centrally located assembly points for persons without a means of transportation.
 - iii. Will include and maintain a movement control plan for traffic to and from the reception area. Coordinator will work with adjoining jurisdictions and State Population Protection Planner to ensure that mass evacuation does not conflict with other plans.
 - iv. Will work with host area/s EPC to ensure that; vehicle parking and security is planned for at the destination area/s. They will establish policies that will govern the uses of vehicles during the evacuation period. Such as, are vehicles to be impounded, are car pools allowed, etc.; and, provide transportation for essential workers commuting to and from the risk area. Agencies will provide transportation for their workers.
 - v. Will provide evacuees with jurisdictional materials showing evacuation route, reception area, parking facilities, lodging, food services, medical facilities, etc., when possible.
 - vi. Provide assistance for the evacuation of the handicapped and elderly. Assistance will be provided by the Senior Services Division Director and the Lodging Unit Leader. Even though nursing homes are required to have their own emergency plans, in practice local officials must assist in evacuations.
 - vii. Map jurisdiction evacuation routes, bottlenecks, hospitals, schools, jails, etc. Maps must be kept current to be of value. Such work will facilitate evacuations that are most likely to occur. It is anticipated small instead of mass evacuations are the most likely event. EOC staff can easily modify mass evacuation plans to meet less catastrophic events. The Evacuation Coordinator must coordinate with other agencies to maintain the evacuation plan.
- B. Law Enforcement:** Under the direction of the Operations Section Chief will determine evacuation routes, provide traffic control, establish security in evacuated areas and assist in warning the public.
- i. Establish parking/security at reception, lodging/feeding centers.
 - ii. Establish and publicize assembly, or staging areas and pickup points for people without transport. Information to residents may in part be distributed through the Designated Public Information Officer.

- iii. Will identify areas along movement routes where evacuees can obtain fuel, water, medical aid, vehicle maintenance, information, and comfort facilities.
 - iv. Will make provision for handling vehicles with mechanical problems, especially during the initial evacuation phase.
- C. Fire and EMS: Provide fire protection services in evacuated areas and be prepared for possible increase, in the intensity of fires. Assist in warning the public as well as in actual evacuations when possible. Coordinate with Ground Support Unit Leader on ambulance service for non-ambulatory and persons with special needs.
- D. PIO: Inform public of evacuation requirements and actions, and provide other essential information and coordination with the media and appropriate social media formats.
- E. Public Works and County Road Departments: Maintain evacuation routes and provides traffic control devices. They must be ready to help control evacuation route access, by providing large, temporary blockades (e.g., heavy equipment) at entry points. The timely removal of these obstacles must also be coordinated (See Attachment 1 to this annex).
- F. Ground Support Unit Leader: The Ground Support Unit Leader will be responsible for coordination of all public transportation resources required for use during evacuation. Coordinate with Fire and Rescue for ambulances necessary for transport of non-ambulatory persons and persons with special needs.
- G. Essential Industries: Industries should pre-justify essential status, to the EMD, for approval of the County Manager or applicable mayor. Essential industries provide transportation for their workers to/from the industry and shelter. They must identify and transport out of the high-risk area those resources considered essential.
- H. Logistics Section Chief shall be ready to redirect distribution of critical resources such as food, fuel, medicine, etc.
- I. Health and Medical Coordinator: assist medical facilities in preparing evacuations plans that augment this plan.
- J. Clovis Senior Services Division and Library Directors: should develop and periodically review a list or summary of disabled persons, elderly persons, institutionalized persons, students, or other special populations requiring transportation assistance or special care.

V. ADMINISTRATION AND LOGISTICS

- A. All transportation costs, man-hours and other costs associated with natural disaster evacuations must be itemized in accordance with the State of New Mexico "Disaster Assistance Program Local Government Handbook," if reimbursement is desired. The carrier or owner of a HazMat that causes an evacuation is responsible for paying costs, if those costs are well documented. Regardless of the cost recovery measures should be document so cost recovery measures can be exercised.
- B. Law Enforcement must work with the Logistics Section Chief to ensure that vital resources are redirected to the host areas during and after an evacuation. This includes manpower to operate equipment, food supplies, medical supplies, fuel, maintenance people, etc. Measures for return to the evacuated area must also be worked out in advance.

VI. AUTHORITY AND REFERENCES

- A. Authority: See Base Plan, Section VII, A.
- B. References: See Base Plan, Section VII, B.

VII. PLAN MAINTENANCE AND DISTRIBUTION

Law Enforcement is responsible for maintenance of this annex. Annex will be reviewed and updated annually and amendments will be distributed in accordance with the Base Plan, Section VIII.

VIII. GLOSSARY AND LIST OF ACRONYMS

See Base Plan

ATTACHMENTS

Attachment 1 Traffic Control

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**ANNEX N – ATTACHMENT 1
TRAFFIC CONTROL**

I. GENERAL INFORMATION

- A.** Evacuation of Curry County jurisdictions may be the result of a terrorist related incident, natural or technological disaster.

In the event of evacuation due to a terrorist related threat or incident, residents of Curry County will be evacuated to the host counties of Roosevelt and Quay.

Evacuation resulting from natural or technological disasters will probably occur within the jurisdiction. Evacuation may occur when a threatened section of the community is evacuated to another area within the community.

It is difficult to pre-plan evacuation for a specific disaster. Rather it is important that the EOC staff be prepared and trained to make rational evacuation decisions in a very short period

- B.** As many as ninety percent of the Curry County population would evacuate in private vehicles. The remaining population, however, will require a disproportionate percentage of the Evacuation Coordinator's time and effort. Nursing home residents, critical and non-critical hospital patients, the physically challenged, and those that do not own a vehicle must be factored into the evacuation equation.
- C.** The organization of transportation resources will be a far greater problem than availability. A clear chain of command of who controls what resources must be determined by the EOC Planning Section during the planning stages.
- D.** Fuel is not likely to be in short supply during evacuation, but distribution may be a problem.
- E.** The road capacity of Clovis will be taxed by mass evacuation. Previous to evacuation careful planning and scheduling, along with continuous monitoring and traffic control, will be needed to avoid traffic tie-ups.
- F.** Population statistics, host area surveys, vehicle inventories, terminal locations and the layout and capacity of road networks must be considered in order to develop the evacuation plan.
- G.** The Evacuation Coordinator must be familiar with potential evacuation routes, to include the following:
- i.** Determine the number of lanes and availability of road shoulders that might be used for extra lanes. Bottlenecks and possible obstructions must be taken into consideration.

- ii. Traffic signals along evacuation routes must be identified, and the responsibility for signal control, designated so signals can be set to favor outbound traffic.
- iii. The location of roadside parking and rest areas should be noted in order that traffic control points and emergency service areas can be planned. Gas station locations should be noted so that fuel to support evacuation is readily available.

II. SITUATION AND ASSUMPTIONS

- A. The Evacuation Coordinator and EOC staff must consider numerous factors prior to an evacuation. Estimates of volume of traffic per lane, of highway per hour are necessary to gauge the time required to evacuate an area.
- B. Planners must try to create conditions where the ratio of volume to capacity reaches one, for maximum throughput on each stretch of road. In other words, when volume reaches capacity of highway, the best possible throughput has been found.
- C. The best speed for forced-flow under ideal, uninterrupted commute conditions is 33 miles per hour. At higher speeds, the spacing between vehicles increases and the throughput rate is reduced. Speeds below 33 mph indicate congested flow conditions, and traffic drops well below the maximum rate and may break down completely.

TYPE OF ROAD	Free Flow Conditions (Source: Highway Capacity Manual)		Forced Flow Under Ideal Uninterrupted Commute Conditions (Highway Capacity Manual)	
	Maximum Volume (VPH/Lane)	Average Speed (MPH)	Capacity (VPH/Lane)	Speed (MPH)
Two-Lane Undivided Rural Roads with One Lane Each Way	400	45	1200	30
Mutli-Lane Rural Highway with Two or More Lanes Each Direction	800	50	2000	30
Multi-Lane Divided Freeway with Limited Access	1200	55	2400	30

RATED ROAD CAPACITIES UNDER NORMAL CONDITIONS

- D.** Smooth flow over an extended period of time is very unlikely, and assumptions based on prolonged peak flow, may result in disastrous consequences.
- E.** Bottlenecks are inevitable. The Evacuation Coordination staff must plan on alternatives to overcome the worst of them. Factors such as the following must be taken into consideration:
 - i.** The initial rush to evacuate may cause severe congestion and put the entire operation in jeopardy.
 - ii.** Breakdowns and accidents must be taken into consideration.
 - iii.** Routes that are poorly marked will lead to, confusion, doubt, slower speeds, and lower throughput. Residents of the evacuating jurisdiction must be thoroughly briefed through use of the Emergency PIO and media.
 - iv.** Stress resulting from the cause of the evacuation may cause a higher than normal number of accidents.
 - v.** Unfamiliarity with the evacuation route may cause a ten to twenty percent reduction in the maximum throughput rate.
 - vi.** The number and ease of use of entry and exit points to the route will affect the throughput rate.
- F.** Loss of throughput rate cannot be made therefore after estimating the rate it should be reduced by 20% to cover uncertainties associated with any mass evacuation.
- G.** Unused road capacity due to poorly scheduled departures should not be permitted. Every step must be taken in advance to establish communications to residents. Use of the media is encouraged, to initiate evacuation of new sections of the population in an orderly and controlled manner.
- H.** Evacuation planning must include all possible routes out of risk areas and every attempt must be made to increase the number of lanes available for evacuation. The following factors must also be considered:
 - i.** If possible, construction blockages must be removed.
 - ii.** Shoulders surveyed to see if they could be used for significant distances. If so, their use must be directed by clearly visible signs in several places.

- iii. Access to secondary roads should be improved when possible and traffic signals set to favor the outbound evacuation.
 - I. Two-way traffic must be maintained on roads that are normally two ways. Introduction of one way traffic will cause more problems than those associated with the loss of this capacity. Furthermore, there will normally be a need for emergency responders to travel into the risk area against the out-bound flow.
 - J. Access to evacuation routes must be controlled.
 - i. Some roads onto the evacuation routes should be blocked with heavy equipment until use of the roads is planned.
 - ii. The public must be kept informed of the need, and reason for an order, to evacuate. Experience shows that, if this is done, cooperation will be very high.
 - K. Potential evacuees closest to the risk or in the center of the risk area should be evacuated first. Furthermore, there should be a priority for this and following groups as well. First priority should be for critical workers that can leave early, since their services may be needed soon and they should be going to nearby shelter areas. If possible, consideration should be given to using a parallel secondary route, exclusively for this group.

Next in priority would be those that need assistance. Busses or vans may need to make several trips to get this group out (another reason for maintaining two-way traffic). Next will be the majority of the population that has its own transportation.

Constant information flow to the public reduces the burden of questions and slow-downs associated with them. Communications and traffic flow will work much better without preventable obstacles.

- L. The total evacuation, throughput rate can be calculated for the entire evacuation, by connecting the most severe bottlenecks outside the risk area for each outbound route with a lane. Then add the adjusted rates for all the bottlenecks. Use the flow through these bottlenecks to estimate the time required to evacuate parts of the risk area. Traffic can then be diverted from areas with longer evacuation times, to the routes from areas with shorter times.
 - M. By knowing number of people per vehicle, numbers evacuated can be estimated. This would allow easy estimation of the number still to be evacuated. People per vehicle can be estimated from census data where the number of occupied households with autos and persons per household are given. Using the assumption that there will be 125% of those households with autos evacuating by auto (many taking more than "first" vehicle as requested), an estimate of the evacuees can be figured. Another factor in the total is the ten percent (for New

Mexico as a whole) of the population without vehicles or in Hospitals, nursing homes, jails, etc. If time permits this 10% figure may be checked against census data. Most of this group, however, is the group that must be provided assistance in an evacuation.

- N.** The basic planning assumption that 100% of the population has to be evacuated cannot be relaxed, even though some part of the population will leave spontaneously or not at all. Transients may more than make up for those who leave upon notification of a possible threat. Tourists, truckers, and other travelers may increase the numbers needing evacuation.
- O.** Evacuation routes between risk and host areas should not cross. Planners should also be careful of and note these situations.
- P.** Exit points from evacuation routes must be worked out carefully to ensure that traffic does not back up into the evacuation route.
- Q.** Total evacuation time is also dependent on the rate at which people try to leave the risk area. The rate can be controlled, to a large extent, by keeping the public well informed of the situation.
- R.** Lack of hosting capacity should never be allowed to constrain the use of the road network. Hosting capacities and risk, host assignments should be revised in such a manner as to take best advantage of the road network. Hosting capacity is somewhat flexible, whereas road capacity is a real physical constraint. If too much traffic is assigned to a segment, the population may never get out of the risk area.
- S.** Historical evidence of people's behavior in the face of evacuation orders suggests that direct measures to schedule and control departures may be needed in evacuating large risk areas. Extreme tie-ups may lead to panic, abandoned vehicles and the total disruption of the evacuation process.

III. OPERATIONS AND RESPONSIBILITIES

- A.** The Evacuation Coordinator must coordinate with other Annex Coordinators in the event of an evacuation (See Annex N. Par, IV) and coordinate with other agencies to ensure maintenance of the evacuation plan.
- B.** The Evacuation Coordinator must work with the Reception and Care Coordinators of both the risk and host jurisdictions in order to assign evacuees to the most convenient and accessible shelters. In a few cases, critical workers from Curry County may have to be sheltered in Curry County to reduce their travel distances.
- C.** Populations directed to use specific routes will be compared to the capacity of entry and exit points on the routes.

- D.** Not every car in one lane should be programmed for the same exit, unless it is the only exit at the end of the route. This means, on a 2-lane route, do not plan for all vehicles to evacuate at the same point, unless it is the most distant point from the risk area. Mix several risk, host zones, to evacuate at about the same time, to prevent this.
- E.** Reception control points must be organized in order to control entry into all host areas. Control points, must not be located in such a way that exit from the evacuation route is hindered. Large parking and unloading areas must be located near the reception centers, which in turn should be near the shelters. Shuttle activity should be held to a minimum.
- F.** The Evacuation Coordinator should set up an evacuation monitoring system to keep track of bottlenecks, accidents, under-used highway capacity, etc. Operations personnel should be stationed at strategic points along the routes relaying traffic flow conditions back to the EOC.
- G.** In a mass evacuation the Evacuation Coordinator must work with adjoining jurisdictions to ensure that routes do not conflict.
- H.** When a bottleneck is discovered, planners may be able to use an alternate parallel route around the bottleneck for some traffic. Planners must also search for routes with excess capacity while looking for bottlenecks or congested areas.
- I.** Assign pickup points for residents without vehicles. Normally, high schools are best since their locations are generally known and centrally located. Shopping malls or shopping centers may also work as pick-up points.
- J.** Evacuation buses should be allowed one hour for loading and unloading. Average speed to the host area with other traffic should be computed at 10-20 mph, and 30-40 return. This will permit the estimation of times for round trips and numbers of people evacuated by bus.
- K.** Evacuation Coordinator should not deny access to the evacuation routes for people who plan to go to host areas other than those assigned. A substantial percentage of the risk population will have a destination of their own. By allowing these residents to go unhindered will relieve pressure on host area resources.
- L.** Emergency control points should be set up to control traffic flow back into the risk area. This is made much easier by evacuating from near the threat (or the middle of the threat area) outwards. Control points should be set up where there is ample off the road parking with access back into the out-bound flow. Only those permitted vehicles with legitimate reasons should be allowed into the risk area. As the relocation time grows, significant numbers of relocatees will try to return home. Communications with the control points must be maintained.

Control point personnel must have uniform instructions, or persistent returnees will soon find a means to gain reentry, and word will spread rapidly.

- M.** Evacuation and Law Enforcement Coordinators should concentrate their monitoring and patrol efforts close to bottlenecks. Disruption of flow through these areas will have a disproportionate effect on the evacuation. Patrols should carry two-gallon cans of gas to reduce assistance time. In addition, vehicles making the reverse run over the evacuation route (i.e., vans, car pools, etc.,) transporting critical workers should have available similar gas cans.
- N.** Emphasis should be on clearing blockages quickly by getting the blockage off the road. Patrol personnel should not spend time trying to answer questions. The PIO should coordinate with the media to disseminate as much information as possible to evacuees.
- O.** Field units involved in evacuation patrol and control should maintain communications within their normal area of responsibility and with their day-to-day communications center. For units crossing jurisdictions, frequencies must be coordinated to ensure no breakdown in communications.
- P.** Issue entry permits to critical worker car pools and shippers of essential cargo who need to enter the risk area. Permit-issuing stations should be set up at each perimeter control point as well as various points throughout host areas. An entry permit is a legal form issued to authorize specific travel into the risk area over a designated route at a particular time. Essential elements of such a permit include: date, route number, time of entry, destination, number of vehicles and issuing office. The legal basis, terms of use, distribution mechanics, and other details surrounding the issuance of road-use permits, for restricted areas are discussed in detail in the DOT, Guide for Highway Traffic Regulation in an Emergency, Federal Highway Administration, Washington, DC, 1974. Planners must coordinate evacuation planning with their state highway department personnel responsible for administering the State Emergency Highway Traffic Regulation plan.
- Q.** Research, historical data, and experience with control of traffic at special events all show that the need for experienced police officers during evacuation is certain to exceed the number of personnel available locally. Setting priorities will help, and some general guidelines are:
 - i.** Surveillance and control of bottlenecks on outbound evacuation routes are of predominant importance. In addition, enough traffic control personnel must be assigned to host-area destinations to ensure arriving traffic does not back up onto the evacuation route.
 - ii.** Assign next higher order of priority to traffic control at critical entry points along major evacuation routes.

- iii. Perimeter control of inbound traffic should be assigned a lower priority than maintenance of outbound flow. Some of this perimeter control, such as drivers questioning and permit issuing, may be handled by volunteers or auxiliary personnel.
- iv. Lowest order of priority will generally be assigned to traffic control on collector streets within the risk area.

R. The Evacuation Coordinator is responsible for checking evacuation routes and listing (and updating) potential problem areas. Potential problem areas along evacuation routes must be examined. Including areas subject to flooding, narrow bridges, construction areas, etc.

S. TRAFFIC CONTROL MEASURES FOR MASS EVACUATION

ACTIVITY	ALWAYS	SOMETIMES	NEVER
Route Assignment	<ul style="list-style-type: none"> • Use all available outbound routes. • Balance flows to cut evacuation time. • Check all routes. • Make backup plans. • Give clear instructions. 	<ul style="list-style-type: none"> • Revise risk. • Host assignments. • Redefine risk area. 	<ul style="list-style-type: none"> • Discourage those with own destinations. • Require each vehicle to be inspected.
Departure Scheduling	<ul style="list-style-type: none"> • Broadcast traffic information. • Encourage off-peak departures. • Operate support services around. • Set departures of autoless and critical workers. 	<ul style="list-style-type: none"> • Schedule departures of risk areas on mapped basis. (Start with high density core and work outwards.) 	<ul style="list-style-type: none"> • Set schedules with short time windows. • Use arbitrary rules (even/odd license plate). • Set schedule that needs all cars checked.
Road Capacity Expansion	<ul style="list-style-type: none"> • Use shoulders when possible. • Adjust signals. • Encourage “first-auto” use. 	<ul style="list-style-type: none"> • Establish some wrong-way flow. • Adopt occupancy restrictions for separate lanes. 	
Outbound Route Entry Control	<ul style="list-style-type: none"> • Identify key control points. • Assign police to key merge points. • Use barricades of heavy equipment to deny access and force schedules. 	<ul style="list-style-type: none"> • Station police at barricades. • Use police to meter entry points. 	<ul style="list-style-type: none"> • Use moveable barricades. • Set permit system that needs all cars checked.

ACTIVITY	ALWAYS	SOMETIMES	NEVER
Inbound Route Perimeter Control	<ul style="list-style-type: none"> • Put control points on all routes at host/risk boundary and host-area outskirts. • Have ample parking at control points. • Stop and question all inbound. 		<ul style="list-style-type: none"> • Use Road shoulders for holding area parking.
Flow Maintenance Control Activity	<ul style="list-style-type: none"> • Make personnel deployment plans. • Constantly check traffic and change flow if needed. • Patrol all areas of evacuation route, especially bottlenecks. • Respond to all incidents and clear road ASAP. 		<ul style="list-style-type: none"> • Stop flow to answer questions or redirect misrouted cars.
Destination Control	<ul style="list-style-type: none"> • Review host-area-parking plans. • Direct traffic to parking areas. • Supervise parking. 		<ul style="list-style-type: none"> • Allow parking queues to back up onto the evacuation route.

Source: Billheimer, John W., and Juliet McNally, Traffic Control Measures for Crisis Relocation, prepared for the Federal Emergency Management Agency by SYSTAN, Inc., Los Altos, CA, January 1983.

IV. PLAN MAINTENANCE, DEVELOPMENT, AND DISTRIBUTION

The Evacuation Coordinator is responsible for maintenance of this attachment. Attachment will be reviewed and updated annually. Distribution will be in accordance with the Base Plan, Section VII.

EVACUATION ORGANIZATIONAL CHART – SEE EXCEL FILE IN MASTER PLAN

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ANNEX O – TERRORISM

I. MISSION

To provide command and control guidance, proper protocol procedures, and additional information to all first responders, hospitals and other critical facilities, to city and county government, and to the public during actual events or threats involving acts of terrorism or the use of weapons of mass destruction (WMD).

To establish operational concepts and serve to clarify roles and responsibilities so as to lessen the potential confusion resulting from a threat of terrorism or an actual terrorist event.

To provide coordinated integration and joint operations in accordance with comprehensive federal, state, and local government emergency management and related contingency plans.

II. SITUATION AND ASSUMPTIONS

A. Acts of terrorism:

- i. Can occur with or without warning.
- ii. Will occur and may cause individual or mass casualties.
- iii. Will be planned or perpetrated by individuals, groups, organizations and even other nations for a variety of reasons.
- iv. May involve arson; shootings; bombings including WMD; nuclear, chemical and/or biological poisoning; kidnapping and/or hostage taking; agriculture; sabotage; or other causes.

B. Federal law assigns the primary authority to the Federal Government for prevention of and response to acts of terrorism. State and local governments provide assistance as required.

C. There may be confusion as to what level of government and what agency should take charge in conjunction with response to and/or recovery from a planned or actual act of terrorism.

D. An act of terrorism, particularly involving a WMD, may produce major consequences that will overwhelm the capabilities of most local and state governments almost immediately. Existing federal capabilities may be overwhelmed as well, particularly if multiple locations are affected.

III. CONCEPT OF OPERATIONS

- A. This annex is only implemented whenever there is a consideration or evidence that a threat of, or actual occurrence of, a terrorist incident has taken place. Otherwise, normal actions outlined in other applicable annexes of this EOP for responding to or recovering from any emergency or a disaster situation will remain in effect.
- B. Prior to the occurrence of a terrorist incident, there are intelligence functions that may take place. These will be the responsibility of appropriate law enforcement agencies and will not be addressed in this annex.
- C. Each first responder agency (police, fire, sheriff), and selected city and county government offices will develop local standard operating procedures (SOP) or equivalent internal directives which will detail their individual responses to terrorism threats or actual terrorism events in conjunction with this annex.
- D. During the **Response** phase:
 - i. The Incident Command System (ICS) will be used to provide direction and control at the local level. A unified command will be established with the appropriate service commander designated the Incident Commander (IC).
 - ii. The IC will, through the dispatch center, request that the Federal Bureau of Investigation (FBI) be notified.
 - iii. The FBI, in cooperation and coordination with appropriate state and local enforcement authorities, will exercise authority for managing the federal response at the incident site.
 - iv. All city and county first responder agencies and other emergency response organizations will support the FBI as much as is practical until the *Response* phase is concluded.
 - v. ALL requests for information at the scene from the media (radio, TV, newspapers, etc.) or any other outside agency or interested parties will be referred to the Public Information Officer (PIO) designated by the IC or referred to the EOC.
- E. If an incident involving terrorism has taken place where injuries and/or deaths have or may soon occur, *Recovery* activities may begin while Response operations are still occurring. In this situation, activities will be conducted under the control and supervision of the IC or the designated law enforcement agency(s) on the scene.

- F. Once *Response* actions are completed to the satisfaction of the FBI and appropriate state and local law enforcement authorities, *Recovery* activities will take the forefront.

- G. During the ***Recovery*** phase:
 - i. The FBI may no longer be responsible, and direction and control activities will revert to those found in the normal local, state, and federal emergency management system.
 - ii. All emergency management actions regarding response and recovery operations will be in accordance with the Clovis/Curry County All Hazards EOP and other applicable local and state emergency management plans.
 - iii. Procedures for requesting state and possibly federal assistance for response to and recovery from the terrorist incident will follow current laws and the State of NM EOP.
 - iv. Once local and mutual aid resources are depleted, Emergency Management (EOC) will coordinate any resource requests with senior elected officials (usually the Mayor/Chairman of the County Commission) for the local government. Assistance will be requested through the New Mexico Department of Homeland Security & Emergency Management (NMDHSEM).
 - v. SOP's and local directives, in conjunction with the Clovis/Curry County EOP and its annexes will be followed during this recovery phase.

IV. ORGANIZATION AND RESPONSIBILITIES

- A. During ***Response*** operations, the following will apply:
 - i. The ICS will be implemented during the Response Operations.
 - ii. The FBI Special Agent-in-Charge (SAC), state, and local law enforcement authorities will establish one centralized unified command post. They will exercise direction and control appropriate and consistent with their respective responsibilities to effectively accomplish all law enforcement duties.
 - iii. Lines of succession for personnel with emergency management responsibilities will be in accordance with existing policies and required emergency management SOP's of each agency/organization.
 - iv. Primary and support agencies will ensure their respective personnel are trained and prepared to operate in the event regular agency members

are absent. They will identify alternate or backup personnel, ensure these individuals understand the lines of succession, pre-delegated authorities, and task responsibilities of their individual agencies, and ensure appropriate procedures and SOP's contain sufficient detail so that alternate/backup personnel can use them in performing their responsibilities.

B. During **Recovery** operations, the following will apply:

- i.** The FBI may no longer be responsible, and direction and control activities will revert to those found in the normal local, state, and federal emergency management system.
- ii.** Recovery actions are performed in the same manner as any other actions conducted for an emergency or disaster within the State of NM.
- iii.** Local governments will generally take the lead with support provided from the State and Federal Government as needed.

V. ADMINISTRATION AND LOGISTICS

- A.** Each city/county response agency will plan, through the use of SOP's or other directives, for the provision of field logistical support to their personnel. This will usually be covered in other annexes to the Clovis/Curry County EOP. If not, separate SOP's will be developed.
- B.** Because of the uniqueness of terrorist related incidents, special personal protective clothing, respiratory devices, detection equipment, and procedures may be necessary. These will be provided and used in accordance with SOP's within each applicable department or agency.

VI. AUTHORITY AND REFERENCES

- A.** Authority: See Base Plan, Section VII, A.
- B.** References: See Base Plan, Section VII, B.

VII. PLAN MAINTENANCE AND DISTRIBUTION

- A.** Responsibility for maintaining and updating this annex belongs to the Emergency Management Director and the LEPC Emergency Response/HazMat Committee.
- B.** Review and updating of this annex will occur annually. Changes and revisions will be distributed as outlined in the Distribution List in the EOP.

VIII. GLOSSARY OF TERMS AND ACRONYMS

- A. Weapons of Mass Destruction** – A destructive device as defined in Section 921 of Title 18 U.S.C., Section 2332a, which reads: (1) any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine or device similar to the above; (2) poison gas; (3) any weapon involving a disease organism; or (4) any weapon that is designated to release radiation or radioactivity at a level dangerous to human life.
- B. Terrorism Incident** – A violent act, or an act dangerous to human life, in violation of criminal laws of the United States or of any state, to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.
- C. Significant Threat** – The confirmed presence of an explosive device or WMD capable of causing a significant destructive event, prior to actual injury or property loss.

ANNEX P – AGRICULTURE

I. MISSION

- A. The purpose of this Annex is to establish coordination procedures for local government agencies, volunteer organizations and veterinary medical personnel in providing care, transport, and sheltering to animals affected by man-made or natural disasters. And to provide a course of action for a statewide-integrated response to an animal health emergency that is beyond the capabilities of local and county resources.

II. SITUATIONS AND ASSUMPTIONS

- A. This annex addresses emergency responses that affect Curry County domestic livestock and poultry species herein addressed as animals, birds or poultry. Response to a disease outbreak that involves wildlife will be coordinated with the New Mexico Department of Fish and Wildlife.
- B. Agencies, organizations, and individuals identified in this plan are familiar with it, and will execute their assigned responsibilities, including the timely reporting of disease.
- C. If an agricultural emergency is discovered anywhere in Curry County, New Mexico, or the United States, the entire agricultural complex of the country may be at risk.
- D. There is the potential for the state to incur a disease and/or threat of disease as a result of an act of terrorism.
- E. Numerous local, state, federal and volunteer organizations will play a role in preventing, preparing for, responding to, and recovering from, any agricultural emergency.
- F. Certain agricultural emergencies and large scale disasters quickly require federal involvement.
- G. The New Mexico Department of Homeland Security and Emergency Management coordinates assistance to local jurisdictions by state and federal agencies in case of a disaster or animal health emergency.
- H. The New Mexico Livestock Board and the New Mexico Department of Agriculture will use the National Incident Management System (NIMS) to manage the response to an agriculture emergency, including but not limited to, highly contagious disease threat or disaster involving animals or plants within the state.
- I. An agricultural disease emergency involving animals and/or plants in New Mexico, the United States, or surrounding countries may significantly restrict the

intrastate, interstate, and international movement of animals (especially livestock) and animal products.

- J. The function of and access to public utilities, water, roads, and veterinary medical supplies may be severely restricted or inaccessible after a disaster or in the event of quarantine.
- K. The incursion of highly contagious diseases, and catastrophic events will necessitate mass culling of livestock (animals and/or birds), carcass removal and disposal.
- L. Response efforts could also encompass culling of non-domesticated populations such as wildlife with coordination and approval of New Mexico Department of Fish and Wildlife Commission and Director's office.
- M. Animal carcasses, un-harvested crops, unused animal feed manure and other organic matter may create sanitation, pest, and vector control issues.
- N. Widespread bio-security control measures may be implemented. Suspected infected locations and transport vehicles may need to be cleaned and disinfected.
- O. Quarantine of areas may be required where there are confirmed or suspect cases. Special operational procedures within these zones may be required. Law enforcement may be required for quarantine enforcement.
- P. Agricultural emergencies may lead to long term economic impacts requiring long term federal and state assistance programs for recovery.
- Q. Owners losing animals in a disaster or persons responsible for euthanasia and disposal of animals may require psychological counseling and support.
- R. In a multi-state outbreak of a highly contagious disease like Foot and Mouth Disease (FMD), USDA, APHIS will coordinate the national response and work with states as outlined in the *National Animal Health Emergency Response Plan for An Outbreak of Foot-and-Mouth-Disease or Other Highly Contagious Animal Diseases* (NAHERP), draft 9/19/02.
- S. The Area Veterinarian in Charge for the United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS), Veterinary Services (VA) will assist the State Veterinarian as appropriate in any animal health emergency.

III. CONCEPT OF OPERATIONS

- A. The NIMS Incident Command System (ICS) will be used to manage the response at the county or local jurisdiction where the incident occurred and at the state

and federal level. Unified Command would be utilized at all levels since the event would involve multi-jurisdictional or multi-agencies.

- B.** The State Veterinarian, in conjunction with the Area Veterinarian in Charge, will direct all animal disease investigations, surveillance, diagnostic, bio-security, animal depopulation, carcass disposal, cleaning/disinfection, and recovery activities. Primary and support agencies will coordinate through the State Veterinarian, the New Mexico Department of Homeland Security and Emergency Management and the local county Emergency Operations Center. An incident command post will be established at the outbreak area (a) to ensure the most effective response and use of personnel and equipment. The State Emergency Operations Center will be activated when an incident occurs in more than one location and the span of control exceeds the capability of the initial incident commander. All acts of terrorism may be directed to the nation's food supply, either as the target or as a vehicle of chemical, radiological, and biologic weapons of mass destruction. Acts of terrorism are a federal crime and the response to such events are authorized and outlined in the National Response Plan. The Secretary of Homeland Security is the principal federal official responsible for domestic incidents. The Federal Bureau of Investigation is the primary federal agency that would be notified when an act of terrorism is suspected. All other activities will proceed as consequences of such an event as described in the National Response Plan. The event will proceed according to the National Response Plan, the extraordinary state of emergency, and the state Emergency Operations Plan.
- C.** Recognizing that the ability to respond to and recover from emergency events is a result of mitigation, planning, training, and exercise, all primary and support agencies will participate in such activities to maintain a state of readiness.
- D.** The maintenance and updating of this plan may be timed in accordance with the processes of changes in government structure, exercises performed, critiques of actual emergency situations, or guidance from state and federal government.
- E.** Periodic plan testing is essential for determining the ongoing effectiveness of the plan as the legal environment, technology, livestock industry, and the field of veterinary medicine, disease threats, and other key parameters change over time. The New Mexico Department of Homeland Security and Emergency Management will work in partnership with local and other state and federal agencies to ensure that adequate testing and maintenance of this plan occurs.
- F.** It is highly recommended that local emergency response teams be involved in all planning, coordination, and implementation of emergency actions REGARDLESS of the Emergency Response Level (ERL), the nature of the emergency, or degree of the disaster.

IV. RESPONSE TO ANIMAL DISEASE EVENTS

A. INTRODUCTION

- i. The agriculture industry in Curry County is a major contributor to the economy of the state and to the nation. The negative impact of an outbreak of disease could result in significant economic losses. Effective disease control and an efficient, well-organized response to a disaster requires full utilization of available resources and cooperation of all local, state, and federal agencies in order to minimize the impact on the agriculture industry.
- ii. The New Mexico Livestock Board and the New Mexico Department of Agriculture are the primary state agencies with statutory authority pertaining to animal and plant issues. The Livestock Board is responsible for, but not limited to, coordinating disease control procedures, disposition of abandoned, disabled, or dead animals, and agro-terrorism. The New Mexico Department of Agriculture is responsible for, but not limited to, coordinating disease control procedures and disposition of diseased crops and agro-terrorism.
- iii. This plan recognizes certain catastrophic events related to agriculture as events requiring activation of the New Mexico Emergency Operations Plan. This plan supports the control efforts of public health agencies in controlling zoonotic and botanical diseases and law enforcement in acts of terrorism where either animals or plants are the vehicle for dissemination or a chemical or biologic agent.

B. PURPOSE AND SCOPE

- i. The purpose of this Plan is consistent with the National Response Plan (NRP) and National Incident Management System (NIMS) with the overall intention of protecting the agricultural resources by providing a guide for a rapid and coordinated response to an agriculture emergency. This plan coordinates the application of local, state, federal, tribal and volunteer resources in mitigation, preparedness, response and recovery efforts to assist domestic animals and animal agriculture in a livestock/poultry animal health emergency to provide for a seamless integration of county, state, and federal response. This plan identifies the roles and responsibility of the participants to protect the public health and the agricultural industry of Curry County.

C. DECLARING AN EMERGENCY

- i. An agriculture emergency could be declared because of a natural occurrence (snow, rain, wind, drought, or infestation of an insect or plant), or when a highly contagious, infectious, or economically

devastating disease or agent is confirmed in Curry County, New Mexico, other states (especially an adjacent state), or a country adjacent to the United States. The introduction of agriculture diseases could be accidental or intentional (bio-terrorism/agro-terrorism). Any factor causing a substantial impact on the safety, sustainability, and stability of the country agriculture industry, and food supply from animal or plant sources may be categorized as an agricultural emergency.

D. EMERGENCY RESPONSE LEVELS

- i. The Curry County Agriculture Plan utilizes (ERL's) to designate which activities will take place in the event of imminent or actual threats affecting Curry County. The State Veterinarian, the Livestock Board, the New Mexico Department of Agriculture, and the Cooperative Extension Service will, on a continuing basis, assimilate information relative to the presence of diseases in other countries, the United States, and New Mexico. A daily level of preparedness, which includes routine monitoring and surveillance, will be maintained.
- ii. **ERL 1:** First responders for Curry County will be: Livestock Board Inspector, NRCS, Agricultural Extension Agent, and the State Trapper. Incident Command will be the responsibility of the first 'first responder' on scene and remains their responsibility until the emergency is declared an ERL 2, or when someone arrives with more expertise or authority.
Local response to an ERL 1:
 - a. In consultation with first responders group, assign the emergency response level to the incident.
 - b. Determine the scope and level of initial response, initiate a task force, and prioritize response activities.
 - c. Determine the location and size of possible affected areas.
 - d. In consultation with other agency personnel, strategically assign duties and areas of responsibility.
 - e. Notify appropriate industry groups of the presence of the threat and request their support to contain and remedy the problem.
 1. Dispatch: 9-1-1
 2. Curry County Road Superintendent:
 3. Livestock Board Inspector:
 4. Curry County Extension Agent:
 5. Natural Resource Conservation Service:
 6. State Trapper:
 7. Curry County Sheriff:
 8. City of Clovis Police:

9. Gas Company:
10. Electric Companies:
11. Farmers Electric Cooperative 575-355-2291
12. Chemical Suppliers:
13. Feed Suppliers:
14. Feedlot Owners:

PRODUCERS INVOLVED TO BE IDENTIFIED AND NOTIFIED BY THE LIVESTOCK INSPECTOR AND EXTENSION AGENT

- iii. **ERL 2:** The local livestock inspector and the Curry County extension agent will alert the office of the New Mexico State Veterinarian and/or the New Mexico Department of Agriculture at which time they will become the Incident Commander and the New Mexico State Emergency Operations Plan will be activated.
- iv. **ERL 3:** The Federal Emergency authorities may become involved according to the New Mexico Emergency Operations Plan and at that time, the National Response Plan would be activated. The New Mexico Livestock Board and the New Mexico Department of Agriculture are the lead agencies in any domestic animal health or plant related emergency. The New Mexico Livestock Board and the New Mexico Department of Agriculture will operate under the National Incident Management System (NIMS). The specific components will be under the unified command of the State Veterinarian's office and the United States Department of Agriculture Area Veterinarian in Charge for animal health emergencies or the New Mexico Department of Agriculture and the United States Department of Agriculture Plant Protection Quarantine for plant emergencies. Their overall responsibility will encompass command and management of the disease event, overseeing the management and dissemination of resources, establishing a communication and information management system and securing supporting technologies. The State Veterinarian Area Veterinarian in Charge and State Plant Pathologist may use any or all of the following action steps to control and/or eradicate the disease encountered in the event:
 - a. Assign the emergency response level to the incident.
 - b. Determine the scope and level of initial response and initiate a task force.
 - c. Determine the location and size of possible affected areas.
 - d. Establish quarantine area(s) and issue quarantine orders as needed.

- e. In consultation with other agency personnel, strategically assign duties and areas of responsibility.
- f. Determine appropriate movement restrictions for animals, people, equipment, feeds, commodities, and conveyances.
- g. Prepare information for dissemination to the public, producers, processors, and other concerned groups through the use of a Joint Information Center.
- h. Notify the New Mexico Department of Homeland Security and Emergency Management and allied parties when a livestock disease sample being sent to the Foreign Animal Disease Diagnostic Lab in Plum Island, New York, for analysis is highly likely to be a highly contagious or infectious disease or agent.
- i. Coordinate with the New Mexico Department of Homeland Security and Emergency Management, the United States Department of Agriculture, New Mexico Department of Transportation, New Mexico State Police, local jurisdictions, and other agencies as needed in locating staging area(s) outside of the quarantined area.
- j. Conduct livestock disease assessments at the site of the event to determine needs and priorities.
- k. Coordinate state-level livestock disease emergency response and recovery.
- l. Prioritize activities and areas of greatest urgency for state response and recovery personnel in the field.
- m. Coordinate with the United States Department of Agriculture and emergency programs staff and provide liaison between other federal, state, and local organizations when required.
- n. Direct disease investigations, epidemiological investigations and trace outs to determine source of disease and scope of disease outbreak.
- o. Identify contaminated feed, livestock, and agricultural products that must be destroyed and disposed of or decontaminated.
- p. Identify and approve, with notification to NMDEQ, animal carcass disposal sites, sites for burning animal carcasses, contaminated feed, or other items that are contaminated.

- q. Identify and approve, with coordination with NMDEQ, temporary waste disposal sites for effluent from cleaning and disinfecting stations.
- r. Coordinate with appropriate organizations for the deployment of inspectors and veterinarians for agricultural response and recovery.
- s. Establish and/or coordinate appropriate regulatory controls.
- t. Provide advisories and related public information.
- u. Coordinate with New Mexico State Police, county, and local law enforcement for site security and related issues.
- v. Maintain ongoing animal agriculture surveillance of affected communities in order to rapidly identify and address disease-related problems.

V. RESPONSE AGENCY ROLES AND RESPONSIBILITIES

A. Primary Agency: The Department of Agriculture, Division of Animal Health and Identification (AHID) is the lead agency in any animal health related emergency. These agencies will respond by using the National Incident Management System (NIMS) protocol. The specific components will be under the unified command of the State Veterinarian's office and the USDA Area Veterinarian in Charge (AVIC). Their overall responsibility will encompass command and management of the disease event, overseeing the management and dissemination of resources, establishing a communication and information management system and securing supporting technologies.

B. Support Agencies

- i. **Local Government:** Local emergency management officials will be actively involved in the response and will be utilized. Curry County has a comprehensive Emergency Operations Plan which provides the framework for the jurisdiction's response to emergencies and disasters. Curry County will utilize their resources and provide an additional line of communication with local farmers, industry groups and community.
- ii. **New Mexico State Department of Homeland Security Emergency Management** may: The NMDHSEM may activate the State Emergency Operations Center to support the locals, the New Mexico Department of Agriculture Division of Animal Health and Identification by providing statewide coordination for logistical support, security, bio-security, support personnel, procurement of supplies, equipment, food, lodging, and administrative support during livestock disease response and

recovery emergencies. Coordinate for the provision of bio-security training to support agencies and provide bio-security training to agency personnel designated for operations in the affected area.

- iii. **New Mexico State Police (NMSP)** may: Provide law enforcement support to conduct traffic checkpoints and roadblocks, and, secure quarantined areas and related sites during livestock disease emergencies, coordinate with local law enforcement throughout response and recovery, and provide law enforcement support for issuing search warrants and other support as needed.
- iv. **Department of Environmental Quality (DEQ)** may: Assist and coordinate with New Mexico Department of Agriculture on subjects such as carcass disposal, cleaning and disinfection and other issues that may influence soil, water, and air quality, act as a liaison with Environmental Protection Agency to address issues that may arise, and provide lab emergency response support.
- v. **New Mexico Department of Human Service Acute and Communicable Disease Prevention** may: Coordinate with the New Mexico Department of Agriculture if a zoonotic condition exists, support public information efforts, and provide veterinary and epizootiologic support to an emergency. The Department of Health Services, Office of Mental Health and Addiction Services may provide or coordinate mental health staff to assist in crisis counseling efforts.
- vi. **New Mexico Department of Fish and Wildlife** may: Provide disease surveillance in free-ranging wildlife and wildlife in zoos, parks, and other natural areas, survey for and/or dispose of contaminated items and wild animals, conduct wild animal inventories in the area of a disease event to identify susceptible species. In collaboration with the State Veterinarian's office, collect wildlife specimens and samples for disease testing to determine presence of disease or impact of disease on wildlife. Support public information efforts throughout the emergency concerning wildlife; provide bio-security training to personnel designated for operations in the affected area based upon training provided by AHID and USDA. This office may also support animal movement restrictions in New Mexico throughout the emergency, assist AHID with disease control measures and support, with euthanasia procedures for infected livestock, and with the disposal of infected livestock. It may also invoke the Commission and Administration body to evaluate what level of participation is warranted.
- vii. **New Mexico Department of Transportation (NMDOT)** may: Assist in the movement of state resources during livestock disease emergencies; provide traffic control and routing assistance, barricades, and road monitoring; and provide equipment and operators to assist with animal disposal.

- viii. **Department of Administrative Services** may: Assist in the identification of resource providers and in purchasing of supplies, equipment, and services needed during a state-level livestock or crop emergency.
- ix. **The New Mexico National Guard** may: Be called upon under the direction of the Governor, to assist with cleaning, disinfection of equipment, facilities and the decontamination of personnel working at the site based upon AHID and USDA guidance; assist with transportation and logistical issues; and assist with recovery operations.
- x. **New Mexico OSHA** may: Provide technical assistance on worker safety and health issues, liaison with Federal OSHA when worker safety and health issues are coordinated pursuant to OSHA regional and national emergency management plans, or under the National Response Plan, assist and coordinate with Department of Agriculture on subjects such as worker protection related to incident-specific health and safety site plans (HASPs), risk (hazard/exposure) assessments, personal protective equipment (PPE) and respiratory protection programs, responder training, and/or decontamination. OSHA may also assist and coordinate with ODA on actions such as personal exposure monitoring and laboratory analysis of occupational exposure samples; data collection, interpretation and sharing; and reports and recordkeeping, assist and coordinate with ODA on technical information resources to facilitate effective risk management and risk communication.
- xi. **New Mexico State University** may: The College of Agriculture and Home Economics may provide support and expertise throughout the emergency as requested. The New Mexico Department of Agriculture Veterinary Diagnostic Laboratory may provide appropriate diagnostic support services as requested. The Cooperative Extension Service may provide reliable coordination, communications, and information dissemination between the Emergency Operations Center, the industry groups, and local communities during emergencies.
- xii. **New Mexico Department of Parks and Recreation** may: Be a resource for logistical support, storage, and parking. Depending on the location, the state agency may have land that could be utilized to dispose of animals by burial.
- xiii. **United States Department of Agriculture, Animal Plant Health Inspection Service** may: Assist in disease eradication activities including quarantine, evaluation, slaughter, disposal, cleaning and disinfecting, epidemiology, trace-back, vector control and transportation permitting arrangements. Consult with state and local authorities regarding eradication proceedings. Collect, analyze, and disseminate technical and logistical information. Define training requirements for casual employees

or support agencies involved in eradication operations. Issue a declaration of extraordinary emergency. Coordinate with state and local agencies to define quarantine and buffer zones. Prepare information for dissemination to the public, producers, processors, and other concerned groups through the Joint Information Center. Allocate funding for compensation to the owner(s) of depopulated animals. Define restrictions on interstate commerce.

- xiv. United States Department of Agriculture, Food Safety Inspection Service (FSIS)** may: The FSIS is charged with protecting the nation’s food supply by providing inspectors and veterinarians in meat, poultry, and egg product plants and at ports-of-entry to prevent, detect, and act in response to food safety emergencies. FSIS has developed the infrastructure needed to confront new bio-security challenges. FSIS may assist state and local authorities in disease eradication activities and/or food-borne illness emergency investigations.
- xv. United States Department of Agriculture Plant Protection Quarantine (PPQ)** may: This agency safeguards agriculture and natural resources from the risks associated with the entry, establishment, or spread of animal and plant pests and noxious weeds. A Foreign Animal Disease (FAD) could enter the United States and New Mexico on smuggled plants or animal food products. PPQ is an agency that is critical in preventing a FAD from entering the United States and New Mexico intentionally by agro-terrorists or unintentionally by world travelers.
- xvi. Federal Emergency Management Agency (FEMA)** may: The Federal Emergency Management Agency may recommend implementation of the National Response Plan if conditions are warranted. The conditions required for FEMA involvement are usually large-scale natural disasters. The National Response Plan provides the framework for organizing, coordinating, and mobilizing federal resources to augment state and local resources.
- xvii. Food and Drug Administration (FDA)** may: One of the FDA’s mandates is to protect the public health by assuring the safety of our nation’s food supply. The FDA also has an important role in the prevention and control of contaminated animal feed. The FDA may assist state and local authorities in disease eradication activities and/or food-borne illness emergency investigations.
- xviii. Federal Bureau of Investigation (FBI)** may: The FBI is the agency responsible for investigating cases of bio-terrorism or agro-terrorism. When food animals are the target of a terrorist’s attack and evidence suggests a foreign animal disease may have been intentionally introduced or threatened, the New Mexico Department of Agriculture will notify the FBI.

- xix. Environmental Protection Agency (EPA)** may: The EPA may collaborate with the State DEQ on decisions of carcass disposal, cleaning and disinfection and their effect on soil, air, and water.
- xx. Department of Homeland Security (DHS)** may: In an agro and/or bio-terrorism event, specific agencies that the New Mexico Department of Agriculture may be involved with that are under the Department of Homeland Security are: US Customs, Immigration and Naturalization Services, Customs Border Protection, FAD Diagnostic Lab, and other agencies noted above such as FEMA and the New Mexico Department of Homeland Security and Emergency Management.
- xxi. Volunteer and Industry Groups** may: The New Mexico livestock industry groups (i.e. producer organizations, livestock markets, slaughtering establishments, renderers and other allied groups) may, upon request from the ODA, AHID: Act as liaison on matters relating to livestock industries affected by an animal disease outbreak such as participate as members of state and local jurisdiction planning teams and assist state and local jurisdictions in the response and recovery phases of emergencies, provide assistance to families affected by quarantine, euthanasia, and disposal activities during the emergency, provide support for disease control and eradication activities, provide appropriate information for dissemination to industries and the public, identify individuals who may be qualified to assist with disease control efforts, and develop a list of qualified appraisers. Support exercises and drills as a participant during the exercise and design period and conduct of the event. Include state and local jurisdictions in business and industry activities.

VI. AUTHORITY AND REFERENCES

A. Authority: See Base Plan, Section VII, A.

B. References: See Base Plan, Section VII, B.

ATTACHED

Attachment 1 Emergency Contact Numbers

ANNEX P – EMERGENCY CONTACT NUMBERS

IN CASE OF AN AGRICULTURAL EMERGENCY – OR SUSPECTED EMERGENCY –
YOUR FIRST CALLS SHOULD BE TO:

AGENCY	TITLE	NAME	TELEPHONE NUMBER
Curry County	Extension Agent	David “Luther” Dunlap	575-763-6505
Natural Resource Conservation Service	Acting District Conservationist	Joshua Miller	575-356-6629 ext. 3
Livestock Board Inspector			505-841-6161
Curry County Brand Inspector			
State Trapper		Dewayne Milliron	575-355-7585
Curry County Sheriff			